Form 1023 Checklist

(Revised December 2013)

Application for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Code

Note. *Retain a copy of the completed Form 1023 in your permanent records. Refer to the* General Instructions *regarding Public Inspection of approved applications.*

Check each box to finish your application (Form 1023). Send this completed Checklist with your filled-in application. If you have not answered all the items below, your application may be returned to you as incomplete.

☑ Assemble the application and materials in this order:

- Form 1023 Checklist
- Form 2848, *Power of Attorney and Declaration of Representative* (if filing)
- Form 8821, *Tax Information Authorization* (if filing)
- Expedite request (if requesting)
- Application (Form 1023 and Schedules A through H, as required)
- Articles of organization
- Amendments to articles of organization in chronological order
- Bylaws or other rules of operation and amendments
- Documentation of nondiscriminatory policy for schools, as required by Schedule B
- Form 5768, Election/Revocation of Election by an Eligible Section 501(c)(3) Organization To Make Expenditures To Influence Legislation (if filing)
- All other attachments, including explanations, financial data, and printed materials or publications. Label each page with name and EIN.

☑ User fee payment placed in envelope on top of checklist. DO NOT STAPLE or otherwise attach your check or money order to your application. Instead, just place it in the envelope.

☑ Employer Identification Number (EIN)

☑ Completed Parts I through XI of the application, including any requested information and any required Schedules A through H.

- You must provide specific details about your past, present, and planned activities.
- Generalizations or failure to answer questions in the Form 1023 application will prevent us from recognizing you as tax exempt.
- Describe your purposes and proposed activities in specific easily understood terms.
- Financial information should correspond with proposed activities.

☐ Schedules. Submit only those schedules that apply to you and check either "Yes" or "No" below.

Schedule A	Yes ☐	No ☑	Schedule E	Yes ☑	No ☐
Schedule B	Yes ☑	No ☐	Schedule F	Yes ☐	No ☑
Schedule C	Yes ☐	No ☑	Schedule G	Yes ☐	No ☑
Schedule D	Yes ☐	No ☑	Schedule H	Yes ☑	No ☐

☑ An exact copy of your complete articles of organization (creating document). Absence of the proper purpose and dissolution clauses is the number one reason for delays in the issuance of determination letters.

- Location of Purpose Clause from Part III, line 1 (Page, Article and Paragraph Number) **Page 2, Article VI, Pa**
- Location of Dissolution Clause from Part III, line 2b or 2c (Page, Article and Paragraph Number) or by operation of state law **Page 3, Article IX, Pa**

☑ Signature of an officer, director, trustee, or other official who is authorized to sign the application.

- Signature at Part XI of Form 1023.

☑ Your name on the application must be the same as your legal name as it appears in your articles of organization.

Send completed Form 1023, user fee payment, and all other required information, to:

Internal Revenue Service
P.O. Box 192
Covington, KY 41012-0192

If you are using express mail or a delivery service, send Form 1023, user fee payment, and attachments to:

Internal Revenue Service
201 West Rivercenter Blvd.
Attn: Extracting Stop 312
Covington, KY 41011

A new interactive version of Form 1023 is available at StayExempt.irs.gov. It includes prerequisite questions, auto-calculated fields, help buttons and links to relevant information.

Form **1023** (Rev. December 2013)
Department of the Treasury
Internal Revenue Service

Application for Recognition of Exemption
Under Section 501(c)(3) of the Internal Revenue Code

▶ (Use with the June 2006 revision of the Instructions for Form 1023 and the current Notice 1382)

(00)

OMB No. 1545-0056

Note: *If exempt status is approved, this application will be open for public inspection.*

*Use the instructions to complete this application and for a definition of all **bold** items.* For additional help, call IRS Exempt Organizations Customer Account Services toll-free at 1-877-829-5500. Visit our website at **www.irs.gov** for forms and publications. If the required information and documents are not submitted with payment of the appropriate user fee, the application may be returned to you.

Attach additional sheets to this application if you need more space to answer fully. Put your name and EIN on each sheet and identify each answer by Part and line number. Complete Parts I - XI of Form 1023 and submit only those Schedules (A through H) that apply to you.

Part I Identification of Applicant

1 Full name of organization (exactly as it appears in your **organizing document**) **National Protective Services Institute**		**2** c/o Name (if applicable) **Not Applicable**
3 **Mailing address** (Number and street) (see instructions) **PO Box 782016**	Room/Suite	**4** Employer Identification Number (EIN) **27-3418748**
City or town, state or country, and ZIP + 4 **San Antonio, TX 78278**		**5** Month the annual accounting period ends (01 – 12) **December (12)**
6 Primary contact (officer, director, trustee, or **authorized representative**) **a** Name: **Jason McLendon, President**		**b** Phone: **210-737-7233** **c** Fax: (optional) **888-271-4768**

7 Are you represented by an authorized representative, such as an attorney or accountant? If "Yes," provide the authorized representative's name, and the name and address of the authorized representative's firm. Include a completed Form 2848, *Power of Attorney and Declaration of Representative,* with your application if you would like us to communicate with your representative. ☐ **Yes** ☑ **No**

8 Was a person who is not one of your officers, directors, trustees, employees, or an authorized representative listed in line 7, paid, or promised payment, to help plan, manage, or advise you about the structure or activities of your organization, or about your financial or tax matters? If "Yes," provide the person's name, the name and address of the person's firm, the amounts paid or promised to be paid, and describe that person's role. ☐ **Yes** ☑ **No**

9a Organization's website: **http://www.NPSIonline.net**

b Organization's email: (optional) **Admin@NPSIonline.net**

10 Certain organizations are not required to file an information return (Form 990 or Form 990-EZ). If you are granted tax-exemption, are you claiming to be excused from filing Form 990 or Form 990-EZ? If "Yes," explain. See the instructions for a description of organizations not required to file Form 990 or Form 990-EZ. ☐ **Yes** ☑ **No**

11 Date incorporated if a corporation, or formed, if other than a corporation. (MM/DD/YYYY) **07** / **28** / **2010**

12 Were you formed under the laws of a **foreign country?** If "Yes," state the country. ☐ **Yes** ☑ **No**

Caution: Attach separate sheet(s) to describe your past, present and planned activities for Part IV.

Part II Organizational Structure

You must be a corporation (including a limited liability company), an unincorporated association, or a trust to be tax exempt. (See instructions.) **DO NOT file this form unless you can check "Yes" on lines 1, 2, 3, or 4.**

1	Are you a **corporation**? If "Yes," attach a copy of your articles of incorporation showing **certification of filing** with the appropriate state agency. Include copies of any amendments to your articles and be sure they also show state filing certification.	☑ Yes	☐ No
2	Are you a **limited liability company (LLC)**? If "Yes," attach a copy of your articles of organization showing certification of filing with the appropriate state agency. Also, if you adopted an operating agreement, attach a copy. Include copies of any amendments to your articles and be sure they show state filing certification. Refer to the instructions for circumstances when an LLC should not file its own exemption application.	☐ Yes	☑ No
3	Are you an **unincorporated association**? If "Yes," attach a copy of your articles of association, constitution, or other similar organizing document that is dated and includes at least two signatures. Include signed and dated copies of any amendments.	☐ Yes	☑ No
4a	Are you a **trust**? If "Yes," attach a signed and dated copy of your trust agreement. Include signed and dated copies of any amendments.	☐ Yes	☑ No
b	Have you been funded? If "No," explain how you are formed without anything of value placed in trust.	☐ Yes	☐ No
5	Have you adopted **bylaws**? If "Yes," attach a current copy showing date of adoption. If "No," explain how your officers, directors, or trustees are selected.	☑ Yes	☐ No

Part III Required Provisions in Your Organizing Document

The following questions are designed to ensure that when you file this application, your organizing document contains the required provisions to meet the organizational test under section 501(c)(3). Unless you can check the boxes in both lines 1 and 2, your organizing document does not meet the organizational test. **DO NOT file this application until you have amended your organizing document**. Submit your original and amended organizing documents (showing state filing certification if you are a corporation or an LLC) with your application.

1	Section 501(c)(3) requires that your organizing document state your exempt purpose(s), such as charitable, religious, educational, and/or scientific purposes. Check the box to confirm that your organizing document meets this requirement. Describe specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document. Refer to the instructions for exempt purpose language. Location of Purpose Clause (Page, Article, and Paragraph): Page 2, Article VI, Para 1 and 2	☑
2a	Section 501(c)(3) requires that upon dissolution of your organization, your remaining assets must be used exclusively for exempt purposes, such as charitable, religious, educational, and/or scientific purposes. Check the box on line 2a to confirm that your organizing document meets this requirement by express provision for the distribution of assets upon dissolution. If you rely on state law for your dissolution provision, do not check the box on line 2a and go to line 2c.	☑
2b	If you checked the box on line 2a, specify the location of your dissolution clause (Page, Article, and Paragraph). Do not complete line 2c if you checked box 2a. Page 3, Article IX, Para 1	
2c	See the instructions for information about the operation of state law in your particular state. Check this box if you rely on operation of state law for your dissolution provision and indicate the state: _____	☐

Part IV Narrative Description of Your Activities

Caution: Attach separate sheet(s) to describe your past, present and planned activities for Part IV.

Using an attachment, describe your *past, present,* and *planned* activities in a narrative. If you believe that you have already provided some of this information in response to other parts of this application, you may summarize that information here and refer to the specific parts of the application for supporting details. You may also attach representative copies of newsletters, brochures, or similar documents for supporting details to this narrative. Remember that if this application is approved, it will be open for public inspection. Therefore, your narrative description of activities should be thorough and accurate. Refer to the instructions for information that must be included in your description.

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors

1a List the names, titles, and mailing addresses of all of your officers, directors, and trustees. For each person listed, state their total annual **compensation**, or proposed compensation, for all services to the organization, whether as an officer, employee, or other position. Use actual figures, if available. Enter "none" if no compensation is or will be paid. If additional space is needed, attach a separate sheet. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
Additional space is needed.			
Please see attachment.			

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors *(Continued)*

b List the names, titles, and mailing addresses of each of your five highest compensated employees who receive or will receive compensation of more than $50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation. Do not include officers, directors, or trustees listed in line 1a.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
Not Applicable			

c List the names, names of businesses, and mailing addresses of your five highest compensated **independent contractors** that receive or will receive compensation of more than $50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
Not Applicable			

The following "Yes" or "No" questions relate to *past, present, or planned* relationships, transactions, or agreements with your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, and 1c.

2a Are any of your officers, directors, or trustees **related** to each other through **family** or **business relationships**? If "Yes," identify the individuals and explain the relationship. ☑ **Yes** ☐ **No**

b Do you have a business relationship with any of your officers, directors, or trustees other than through their position as an officer, director, or trustee? If "Yes," identify the individuals and describe the business relationship with each of your officers, directors, or trustees. ☐ **Yes** ☑ **No**

c Are any of your officers, directors, or trustees related to your highest compensated employees or highest compensated independent contractors listed on lines 1b or 1c through family or business relationships? If "Yes," identify the individuals and explain the relationship. ☐ **Yes** ☑ **No**

3a For each of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c, attach a list showing their name, qualifications, average hours worked, and duties.

b Do any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c receive compensation from any other organizations, whether tax exempt or taxable, that are related to you through **common control**? If "Yes," identify the individuals, explain the relationship between you and the other organization, and describe the compensation arrangement. ☑ **Yes** ☐ **No**

4 In establishing the compensation for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, and 1c, the following practices are recommended, although they are not required to obtain exemption. Answer "Yes" to all the practices you use.

a Do you or will the individuals that approve compensation arrangements follow a conflict of interest policy? ☑ **Yes** ☐ **No**

b Do you or will you approve compensation arrangements in advance of paying compensation? ☑ **Yes** ☐ **No**

c Do you or will you document in writing the date and terms of approved compensation arrangements? ☑ **Yes** ☐ **No**

Part V **Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors** *(Continued)*

d	Do you or will you record in writing the decision made by each individual who decided or voted on compensation arrangements?	☑ Yes	☐ No
e	Do you or will you approve compensation arrangements based on information about compensation paid by **similarly situated** taxable or tax-exempt organizations for similar services, current compensation surveys compiled by independent firms, or actual written offers from similarly situated organizations? Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation.	☑ Yes	☐ No
f	Do you or will you record in writing both the information on which you relied to base your decision and its source?	☑ Yes	☐ No
g	If you answered "No" to any item on lines 4a through 4f, describe how you set compensation that is **reasonable** for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c.		
5a	Have you adopted a **conflict of interest policy** consistent with the sample conflict of interest policy in Appendix A to the instructions? If "Yes," provide a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board. If "No," answer lines 5b and 5c.	☑ Yes	☐ No
b	What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you for setting their own compensation?		
c	What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you regarding business deals with themselves?		
	Note: A conflict of interest policy is recommended though it is not required to obtain exemption. Hospitals, see Schedule C, Section I, line 14.		
6a	Do you or will you compensate any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, or 1c through **non-fixed payments**, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are determined, who is eligible for such arrangements, whether you place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation.	☐ Yes	☑ No
b	Do you or will you compensate any of your employees, other than your officers, directors, trustees, or your five highest compensated employees who receive or will receive compensation of more than $50,000 per year, through non-fixed payments, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are or will be determined, who is or will be eligible for such arrangements, whether you place or will place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation.	☐ Yes	☑ No
7a	Do you or will you purchase any goods, services, or assets from any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such purchase that you made or intend to make, from whom you make or will make such purchases, how the terms are or will be negotiated at **arm's length**, and explain how you determine or will determine that you pay no more than **fair market value**. Attach copies of any written contracts or other agreements relating to such purchases.	☐ Yes	☑ No
b	Do you or will you sell any goods, services, or assets to any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such sales that you made or intend to make, to whom you make or will make such sales, how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you are or will be paid at least fair market value. Attach copies of any written contracts or other agreements relating to such sales.	☐ Yes	☑ No
8a	Do you or will you have any leases, contracts, loans, or other agreements with your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," provide the information requested in lines 8b through 8f.	☐ Yes	☑ No
b	Describe any written or oral arrangements that you made or intend to make.		
c	Identify with whom you have or will have such arrangements.		
d	Explain how the terms are or will be negotiated at arm's length.		
e	Explain how you determine you pay no more than fair market value or you are paid at least fair market value.		
f	Attach copies of any signed leases, contracts, loans, or other agreements relating to such arrangements.		
9a	Do you or will you have any leases, contracts, loans, or other agreements with any organization in which any of your officers, directors, or trustees are also officers, directors, or trustees, or in which any individual officer, director, or trustee owns more than a 35% interest? If "Yes," provide the information requested in lines 9b through 9f.	☐ Yes	☑ No

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors *(Continued)*

b Describe any written or oral arrangements you made or intend to make.

c Identify with whom you have or will have such arrangements.

d Explain how the terms are or will be negotiated at arm's length.

e Explain how you determine or will determine you pay no more than fair market value or that you are paid at least fair market value.

f Attach a copy of any signed leases, contracts, loans, or other agreements relating to such arrangements.

Part VI Your Members and Other Individuals and Organizations That Receive Benefits From You

The following "Yes" or "No" questions relate to goods, services, and funds you provide to individuals and organizations as part of your activities. Your answers should pertain to *past, present,* and *planned* activities. (See instructions.)

1a	In carrying out your exempt purposes, do you provide goods, services, or funds to individuals? If "Yes," describe each program that provides goods, services, or funds to individuals.	☑ Yes	☐ No
b	In carrying out your exempt purposes, do you provide goods, services, or funds to organizations? If "Yes," describe each program that provides goods, services, or funds to organizations.	☑ Yes	☐ No
2	Do any of your programs limit the provision of goods, services, or funds to a specific individual or group of specific individuals? For example, answer "Yes," if goods, services, or funds are provided only for a particular individual, your members, individuals who work for a particular employer, or graduates of a particular school. If "Yes," explain the limitation and how recipients are selected for each program.	☐ Yes	☑ No
3	Do any individuals who receive goods, services, or funds through your programs have a family or business relationship with any officer, director, trustee, or with any of your highest compensated employees or highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c? If "Yes," explain how these related individuals are eligible for goods, services, or funds.	☐ Yes	☑ No

Part VII Your History

The following "Yes" or "No" questions relate to your history. (See instructions.)

1	Are you a **successor** to another organization? Answer "Yes," if you have taken or will take over the activities of another organization; you took over 25% or more of the fair market value of the net assets of another organization; or you were established upon the conversion of an organization from for-profit to non-profit status. If "Yes," complete Schedule G.	☐ Yes	☑ No
2	Are you submitting this application more than 27 months after the end of the month in which you were legally formed? If "Yes," complete Schedule E.	☑ Yes	☐ No

Part VIII Your Specific Activities

The following "Yes" or "No" questions relate to specific activities that you may conduct. Check the appropriate box. Your answers should pertain to *past, present,* and *planned* activities. (See instructions.)

1	Do you support or oppose candidates in **political campaigns** in any way? If "Yes," explain.	☐ Yes	☑ No
2a	Do you attempt to **influence legislation**? If "Yes," explain how you attempt to influence legislation and complete line 2b. If "No," go to line 3a.	☑ Yes	☐ No
b	Have you made or are you making an **election** to have your legislative activities measured by expenditures by filing Form 5768? If "Yes," attach a copy of the Form 5768 that was already filed or attach a completed Form 5768 that you are filing with this application. If "No," describe whether your attempts to influence legislation are a substantial part of your activities. Include the time and money spent on your attempts to influence legislation as compared to your total activities.	☐ Yes	☑ No
3a	Do you or will you operate bingo or **gaming** activities? If "Yes," describe who conducts them, and list all revenue received or expected to be received and expenses paid or expected to be paid in operating these activities. **Revenue and expenses** should be provided for the time periods specified in Part IX, Financial Data.	☑ Yes	☐ No
b	Do you or will you enter into contracts or other agreements with individuals or organizations to conduct bingo or gaming for you? If "Yes," describe any written or oral arrangements that you made or intend to make, identify with whom you have or will have such arrangements, explain how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you pay no more than fair market value or you will be paid at least fair market value. Attach copies or any written contracts or other agreements relating to such arrangements.	☐ Yes	☑ No

c List the states and local jurisdictions, including Indian Reservations, in which you conduct or will conduct gaming or bingo.

Part VIII Your Specific Activities *(Continued)*

4a Do you or will you undertake **fundraising**? If "Yes," check all the fundraising programs you do or will conduct. (See instructions.) ☑ **Yes** ☐ **No**

- ☑ mail solicitations
- ☑ email solicitations
- ☑ personal solicitations
- ☑ vehicle, boat, plane, or similar donations
- ☑ foundation grant solicitations
- ☑ phone solicitations
- ☑ accept donations on your website
- ☑ receive donations from another organization's website
- ☑ government grant solicitations
- ☑ Other

Attach a description of each fundraising program.

b Do you or will you have written or oral contracts with any individuals or organizations to raise funds for you? If "Yes," describe these activities. Include all revenue and expenses from these activities and state who conducts them. Revenue and expenses should be provided for the time periods specified in Part IX, Financial Data. Also, attach a copy of any contracts or agreements. ☑ **Yes** ☐ **No**

c Do you or will you engage in fundraising activities for other organizations? If "Yes," describe these arrangements. Include a description of the organizations for which you raise funds and attach copies of all contracts or agreements. ☐ **Yes** ☑ **No**

d List all states and local jurisdictions in which you conduct fundraising. For each state or local jurisdiction listed, specify whether you fundraise for your own organization, you fundraise for another organization, or another organization fundraises for you.

e Do you or will you maintain separate accounts for any contributor under which the contributor has the right to advise on the use or distribution of funds? Answer "Yes" if the donor may provide advice on the types of investments, distributions from the types of investments, or the distribution from the donor's contribution account. If "Yes," describe this program, including the type of advice that may be provided and submit copies of any written materials provided to donors. ☑ **Yes** ☐ **No**

5 Are you **affiliated** with a governmental unit? If "Yes," explain. ☐ **Yes** ☑ **No**

6a Do you or will you engage in **economic development**? If "Yes," describe your program. ☐ **Yes** ☑ **No**

b Describe in full who benefits from your economic development activities and how the activities promote exempt purposes.

7a Do or will persons other than your employees or volunteers **develop** your facilities? If "Yes," describe each facility, the role of the developer, and any business or family relationship(s) between the developer and your officers, directors, or trustees. ☐ **Yes** ☑ **No**

b Do or will persons other than your employees or volunteers **manage** your activities or facilities? If "Yes," describe each activity and facility, the role of the manager, and any business or family relationship(s) between the manager and your officers, directors, or trustees. ☐ **Yes** ☑ **No**

c If there is a business or family relationship between any manager or developer and your officers, directors, or trustees, identify the individuals, explain the relationship, describe how contracts are negotiated at arm's length so that you pay no more than fair market value, and submit a copy of any contracts or other agreements.

8 Do you or will you enter into **joint ventures**, including partnerships or **limited liability companies** treated as partnerships, in which you share profits and losses with partners other than section 501(c)(3) organizations? If "Yes," describe the activities of these joint ventures in which you participate. ☐ **Yes** ☑ **No**

9a Are you applying for exemption as a childcare organization under section 501(k)? If "Yes," answer lines 9b through 9d. If "No," go to line 10. ☐ **Yes** ☑ **No**

b Do you provide child care so that parents or caretakers of children you care for can be **gainfully employed** (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☐ **No**

c Of the children for whom you provide child care, are 85% or more of them cared for by you to enable their parents or caretakers to be gainfully employed (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☐ **No**

d Are your services available to the general public? If "No," describe the specific group of people for whom your activities are available. Also, see the instructions and explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☐ **No**

10 Do you or will you publish, own, or have rights in music, literature, tapes, artworks, choreography, scientific discoveries, or other **intellectual property**? If "Yes," explain. Describe who owns or will own any copyrights, patents, or trademarks, whether fees are or will be charged, how the fees are determined, and how any items are or will be produced, distributed, and marketed. ☑ **Yes** ☐ **No**

Part VIII Your Specific Activities *(Continued)*

11	Do you or will you accept contributions of: real property; conservation easements; closely held securities; intellectual property such as patents, trademarks, and copyrights; works of music or art; licenses; royalties; automobiles, boats, planes, or other vehicles; or collectibles of any type? If "Yes," describe each type of contribution, any conditions imposed by the donor on the contribution, and any agreements with the donor regarding the contribution.	☑ **Yes**	☐ **No**
12a	Do you or will you operate in a **foreign country** or **countries?** If "Yes," answer lines 12b through 12d. If "No," go to line 13a.	☑ **Yes**	☐ **No**
b	Name the foreign countries and regions within the countries in which you operate.		
c	Describe your operations in each country and region in which you operate.		
d	Describe how your operations in each country and region further your exempt purposes.		
13a	Do you or will you make grants, loans, or other distributions to organization(s)? If "Yes," answer lines 13b through 13g. If "No," go to line 14a.	☑ **Yes**	☐ **No**
b	Describe how your grants, loans, or other distributions to organizations further your exempt purposes.		
c	Do you have written contracts with each of these organizations? If "Yes," attach a copy of each contract.	☑ **Yes**	☐ **No**
d	Identify each recipient organization and any **relationship** between you and the recipient organization.		
e	Describe the records you keep with respect to the grants, loans, or other distributions you make.		
f	Describe your selection process, including whether you do any of the following:		
	(i) Do you require an application form? If "Yes," attach a copy of the form.	☐ **Yes**	☑ **No**
	(ii) Do you require a grant proposal? If "Yes," describe whether the grant proposal specifies your responsibilities and those of the grantee, obligates the grantee to use the grant funds only for the purposes for which the grant was made, provides for periodic written reports concerning the use of grant funds, requires a final written report and an accounting of how grant funds were used, and acknowledges your authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused.	☐ **Yes**	☑ **No**
g	Describe your procedures for oversight of distributions that assure you the resources are used to further your exempt purposes, including whether you require periodic and final reports on the use of resources.		
14a	Do you or will you make grants, loans, or other distributions to foreign organizations? If "Yes," answer lines 14b through 14f. If "No," go to line 15.	☑ **Yes**	☐ **No**
b	Provide the name of each foreign organization, the country and regions within a country in which each foreign organization operates, and describe any relationship you have with each foreign organization.		
c	Does any foreign organization listed in line 14b accept contributions earmarked for a specific country or specific organization? If "Yes," list all earmarked organizations or countries.	☐ **Yes**	☑ **No**
d	Do your contributors know that you have ultimate authority to use contributions made to you at your discretion for purposes consistent with your exempt purposes? If "Yes," describe how you relay this information to contributors.	☑ **Yes**	☐ **No**
e	Do you or will you make pre-grant inquiries about the recipient organization? If "Yes," describe these inquiries, including whether you inquire about the recipient's financial status, its tax-exempt status under the Internal Revenue Code, its ability to accomplish the purpose for which the resources are provided, and other relevant information.	☑ **Yes**	☐ **No**
f	Do you or will you use any additional procedures to ensure that your distributions to foreign organizations are used in furtherance of your exempt purposes? If "Yes," describe these procedures, including site visits by your employees or compliance checks by impartial experts, to verify that grant funds are being used appropriately.	☑ **Yes**	☐ **No**

Part VIII Your Specific Activities *(Continued)*

15	Do you have a **close connection** with any organizations? If "Yes," explain.	☑ **Yes**	☐ **No**
16	Are you applying for exemption as a **cooperative hospital service organization** under section 501(e)? If "Yes," explain.	☐ **Yes**	☑ **No**
17	Are you applying for exemption as a **cooperative service organization of operating educational organizations** under section 501(f)? If "Yes," explain.	☐ **Yes**	☑ **No**
18	Are you applying for exemption as a **charitable risk pool** under section 501(n)? If "Yes," explain.	☐ **Yes**	☑ **No**
19	Do you or will you operate a **school**? If "Yes," complete Schedule B. Answer "Yes," whether you operate a school as your main function or as a secondary activity.	☑ **Yes**	☐ **No**
20	Is your main function to provide **hospital** or **medical care**? If "Yes," complete Schedule C.	☐ **Yes**	☑ **No**
21	Do you or will you provide **low-income housing** or housing for the **elderly** or **handicapped**? If "Yes," complete Schedule F.	☐ **Yes**	☑ **No**
22	Do you or will you provide scholarships, fellowships, educational loans, or other educational grants to individuals, including grants for travel, study, or other similar purposes? If "Yes," complete Schedule H. **Note: Private foundations** may use Schedule H to request advance approval of individual grant procedures.	☑ **Yes**	☐ **No**

Part IX Financial Data

For purposes of this schedule, years in existence refer to completed tax years. If in existence 4 or more years, complete the schedule for the most recent 4 tax years. If in existence more than 1 year but less than 4 years, complete the statements for each year in existence and provide projections of your likely revenues and expenses based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. If in existence less than 1 year, provide projections of your likely revenues and expenses for the current year and the 2 following years, based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. (See instructions.)

A. Statement of Revenues and Expenses

	Type of revenue or expense	Current tax year	3 prior tax years or 2 succeeding tax years			
		(a) From 01/2015 To 12/2015	(b) From 01/2012 To 12/2012	(c) From 01/2013 To 12/2013	(d) From 01/2014 To 12/2014	(e) Provide Total for (a) through (d)
Revenues	1 Gifts, grants, and contributions received (do not include unusual grants)	0	0	0	0	0
	2 Membership fees received	0	0	0	0	0
	3 Gross investment income	.04	0	.08	.10	.22
	4 Net unrelated business income	0	0	0	0	0
	5 Taxes levied for your benefit	0	0	0	0	0
	6 Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)	0	0	0	0	0
	7 Any revenue not otherwise listed above or in lines 9–12 below (attach an itemized list)	0	0	0	0	0
	8 Total of lines 1 through 7	.04	0	.08	.10	.22
	9 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)	103297.08	72175.24	136643.19	76411.38	388526.89
	10 Total of lines 8 and 9	103297.12	72175.24	136643.27	76411.48	388527.11
	11 Net gain or loss on sale of capital assets (attach schedule and see instructions)	0	0	0	0	0
	12 **Unusual grants**	0	0	0	0	0
	13 Total Revenue Add lines 10 through 12	103297.12	72175.24	136643.27	76411.48	388527.11
Expenses	14 Fundraising expenses	0	0	0	0	
	15 Contributions, gifts, grants, and similar amounts paid out (attach an itemized list)	479.00	0	299.70	641.98	
	16 Disbursements to or for the benefit of members (attach an itemized list)	2029.00	305.70	1088.90	681.00	
	17 Compensation of officers, directors, and trustees	0	0	0	0	
	18 Other salaries and wages	8294.43	11884.37	30037.19	14009.88	
	19 Interest expense	0	0		0	
	20 Occupancy (rent, utilities, etc.)	35380.88	9895.14	21941.96	24803.84	
	21 Depreciation and depletion	0	0	0	0	
	22 Professional fees	100.83	4340.00	3000.00	2410.00	
	23 Any expense not otherwise classified, such as program services (attach itemized list)	59871.94	444090.22	793220.20	32751.39	
	24 Total Expenses Add lines 14 through 23	106156.00	70834.43	135689.95	75298.09	

Part IX Financial Data *(Continued)*

B. Balance Sheet (for your most recently completed tax year) — Year End: 12/2015

			(Whole dollars)
	Assets		
1	Cash	1	5014.96
2	Accounts receivable, net	2	0
3	Inventories	3	0
4	Bonds and notes receivable (attach an itemized list)	4	0
5	Corporate stocks (attach an itemized list)	5	0
6	Loans receivable (attach an itemized list)	6	0
7	Other investments (attach an itemized list)	7	0
8	Depreciable and depletable assets (attach an itemized list)	8	0
9	Land	9	0
10	Other assets (attach an itemized list)	10	0
11	Total Assets (add lines 1 through 10)	11	5014.96
	Liabilities		
12	Accounts payable	12	0
13	Contributions, gifts, grants, etc. payable	13	0
14	Mortgages and notes payable (attach an itemized list)	14	0
15	Other liabilities (attach an itemized list)	15	
16	Total Liabilities (add lines 12 through 15)	16	0
	Fund Balances or Net Assets		
17	Total fund balances or net assets	17	0
18	Total Liabilities and Fund Balances or Net Assets (add lines 16 and 17)	18	0

19 Have there been any substantial changes in your assets or liabilities since the end of the period shown above? If "Yes," explain. ☐ Yes ☑ No

Part X Public Charity Status

Part X is designed to classify you as an organization that is either a **private foundation** or a **public charity**. Public charity status is a more favorable tax status than private foundation status. If you are a private foundation, Part X is designed to further determine whether you are a **private operating foundation**. (See instructions.)

1a Are you a private foundation? If "Yes," go to line 1b. If "No," go to line 5 and proceed as instructed. If you are unsure, see the instructions. ☐ Yes ☑ No

b As a private foundation, section 508(e) requires special provisions in your organizing document in addition to those that apply to all organizations described in section 501(c)(3). Check the box to confirm that your organizing document meets this requirement, whether by express provision or by reliance on operation of state law. Attach a statement that describes specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document or by operation of state law. See the instructions, including Appendix B, for information about the special provisions that need to be contained in your organizing document. Go to line 2. ☐

2 Are you a private operating foundation? To be a private operating foundation you must engage directly in the active conduct of charitable, religious, educational, and similar activities, as opposed to indirectly carrying out these activities by providing grants to individuals or other organizations. If "Yes," go to line 3. If "No," go to the signature section of Part XI. ☐ Yes ☐ No

3 Have you existed for one or more years? If "Yes," attach financial information showing that you are a private operating foundation; go to the signature section of Part XI. If "No," continue to line 4. ☐ Yes ☐ No

4 Have you attached either (1) an affidavit or opinion of counsel, (including a written affidavit or opinion from a certified public accountant or accounting firm with expertise regarding this tax law matter), that sets forth facts concerning your operations and support to demonstrate that you are likely to satisfy the requirements to be classified as a private operating foundation; or (2) a statement describing your proposed operations as a private operating foundation? ☐ Yes ☐ No

5 If you answered "No" to line 1a, indicate the type of public charity status you are requesting by checking one of the choices below. You may check only one box.

The organization is not a private foundation because it is:

a 509(a)(1) and 170(b)(1)(A)(i)—a church or a convention or association of churches. Complete and attach Schedule A. ☐

b 509(a)(1) and 170(b)(1)(A)(ii)—a **school**. Complete and attach Schedule B. ☑

c 509(a)(1) and 170(b)(1)(A)(iii)—a **hospital**, a cooperative hospital service organization, or a medical research organization operated in conjunction with a hospital. Complete and attach Schedule C. ☐

d 509(a)(3)—an organization supporting either one or more organizations described in line 5a through c, f, g, or h or a publicly supported section 501(c)(4), (5), or (6) organization. Complete and attach Schedule D. ☐

Do not complete line 6a. Request for Advance Ruling is not available.

Part X Public Charity Status *(Continued)*

e 509(a)(4)—an organization organized and operated exclusively for testing for public safety. ☐

f 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit. ☐

g 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. ☐

h 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross **investment income** and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). ☐

i A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status. ☐

6 If you checked box g, h, or i in question 5 above, you must request either an **advance** or a **definitive ruling** by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

a Request for Advance Ruling: By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period,* provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at *www.irs.gov* or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling.

Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

Do not complete line 6a. Request for Advance Ruling is not available.

For Organization

(Signature of Officer, Director, Trustee, or other authorized official) | (Type or print name of signer) | (Date)

(Type or print title or authority of signer)

For IRS Use Only

IRS Director, Exempt Organizations | (Date)

b Request for Definitive Ruling: Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii). ☐

(i) (a) Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. _____

(b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box. ☐

(ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person.** If the answer is "None," check this box. ☐

(b) For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) $5,000. If the answer is "None," check this box. ☐

7 Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. ☐ **Yes** ☐ **No**

Part XI User Fee Information

You must include a user fee payment with this application. It will not be processed without your paid user fee. If your average annual gross receipts have exceeded or will exceed $10,000 annually over a 4-year period, you must submit payment of $850. If your gross receipts have not exceeded or will not exceed $10,000 annually over a 4-year period, the required user fee payment is $400. See instructions for Part XI, for a definition of **gross receipts** over a 4-year period. Your check or money order must be made payable to the United States Treasury. *User fees are subject to change. Check our website at www.irs.gov and type "User Fee" in the keyword box, or call Customer Account Services at 1-877-829-5500 for current information.*

1	Have your annual gross receipts averaged or are they expected to average not more than $10,000? If "Yes," check the box on line 2 and enclose a user fee payment of $400 (Subject to change—see above). If "No," check the box on line 3 and enclose a user fee payment of $850 (Subject to change—see above).	☑ **Yes**	☐ **No**
2	Check the box if you have enclosed the reduced user fee payment of $400 (Subject to change).		☐
3	Check the box if you have enclosed the user fee payment of $850 (Subject to change).		☑

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

Please Sign Here ▶

//Original Signed//	Jason McLendon	01/03/2016
(Signature of Officer, Director, Trustee, or other authorized official)	(Type or print name of signer)	(Date)
	President	
	(Type or print title or authority of signer)	

Reminder: Send the completed Form 1023 Checklist with your filled-in-application.

Schedule B. Schools, Colleges, and Universities

If you operate a school as an activity, complete Schedule B

Section I Operational Information

1a	Do you normally have a regularly scheduled curriculum, a regular faculty of qualified teachers, a regularly enrolled student body, and facilities where your educational activities are regularly carried on? If "No," do not complete the remainder of Schedule B.	☑ Yes	☐ No
b	Is the primary function of your school the presentation of formal instruction? If "Yes," describe your school in terms of whether it is an elementary, secondary, college, technical, or other type of school. If "No," do not complete the remainder of Schedule B.	☑ Yes	☐ No
2a	Are you a public school because you are operated by a state or subdivision of a state? If "Yes," explain how you are operated by a state or subdivision of a state. Do not complete the remainder of Schedule B.	☐ Yes	☑ No
b	Are you a public school because you are operated wholly or predominantly from government funds or property? If "Yes," explain how you are operated wholly or predominantly from government funds or property. Submit a copy of your funding agreement regarding government funding. Do not complete the remainder of Schedule B.	☐ Yes	☑ No
3	In what public school district, county, and state are you located? **Bexar County, TX**		
4	Were you formed or substantially expanded at the time of public school desegregation in the above school district or county?	☐ Yes	☑ No
5	Has a state or federal administrative agency or judicial body ever determined that you are racially discriminatory? If "Yes," explain.	☐ Yes	☑ No
6	Has your right to receive financial aid or assistance from a governmental agency ever been revoked or suspended? If "Yes," explain.	☐ Yes	☑ No
7	Do you or will you contract with another organization to develop, build, market, or finance your facilities? If "Yes," explain how that entity is selected, explain how the terms of any contracts or other agreements are negotiated at arm's length, and explain how you determine that you will pay no more than fair market value for services. **Note.** Make sure your answer is consistent with the information provided in Part VIII, line 7a.	☐ Yes	☑ No
8	Do you or will you manage your activities or facilities through your own employees or volunteers? If "No," attach a statement describing the activities that will be managed by others, the names of the persons or organizations that manage or will manage your activities or facilities, and how these managers were or will be selected. Also, submit copies of any contracts, proposed contracts, or other agreements regarding the provision of management services for your activities or facilities. Explain how the terms of any contracts or other agreements were or will be negotiated, and explain how you determine you will pay no more than fair market value for services. **Note.** Answer "Yes" if you manage or intend to manage your programs through your own employees or by using volunteers. Answer "No" if you engage or intend to engage a separate organization or independent contractor. Make sure your answer is consistent with the information provided in Part VIII, line 7b.	☑ Yes	☐ No

Section II Establishment of Racially Nondiscriminatory Policy

Information required by **Revenue Procedure 75-50.**

1	Have you adopted a racially nondiscriminatory policy as to students in your organizing document, bylaws, or by resolution of your governing body? If "Yes," state where the policy can be found or supply a copy of the policy. If "No," you must adopt a nondiscriminatory policy as to students before submitting this application. See Publication 557.	☑ Yes	☐ No
2	Do your brochures, application forms, advertisements, and catalogues dealing with student admissions, programs, and scholarships contain a statement of your racially nondiscriminatory policy?	☑ Yes	☐ No
a	If "Yes," attach a representative sample of each document.		
b	If "No," by checking the box to the right you agree that all future printed materials, including website content, will contain the required nondiscriminatory policy statement.	▶ ☐	
3	Have you published a notice of your nondiscriminatory policy in a newspaper of general circulation that serves all racial segments of the community? (See the instructions for specific requirements.) If "No," explain.	☐ Yes	☑ No
4	Does or will the organization (or any department or division within it) discriminate in any way on the basis of race with respect to admissions; use of facilities or exercise of student privileges; faculty or administrative staff; or scholarship or loan programs? If "Yes," for any of the above, explain fully.	☐ Yes	☑ No

Schedule B. Schools, Colleges, and Universities *(Continued)*

5 Complete the table below to show the racial composition for the current academic year and projected for the next academic year, of: (a) the student body, (b) the faculty, and (c) the administrative staff. Provide actual numbers rather than percentages for each racial category.

If you are not operational, submit an estimate based on the best information available (such as the racial composition of the community served).

Racial Category	(a) Student Body		(b) Faculty		(c) Administrative Staff	
	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year
White	9	18	8	14	2	3
Black	1	2	1	2	0	1
Hispanic	4	8	1	3	1	2
Asian	4	8	0	1	0	0
Other	2	4	0	0	0	0
Total	20	40	10	20	3	6

6 In the table below, provide the number and amount of loans and scholarships awarded to students enrolled by racial categories.

Racial Category	Number of Loans		Amount of Loans		Number of Scholarships		Amount of Scholarships	
	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year
White	0	0	0	0	0	0	0	0
Black	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

7a Attach a list of your incorporators, founders, board members, and donors of land or buildings, whether individuals or organizations.

b Do any of these individuals or organizations have an objective to maintain segregated public or private school education? If "Yes," explain. ☐ **Yes** ☑ **No**

8 Will you maintain records according to the non-discrimination provisions contained in Revenue Procedure 75-50? If "No," explain. (See instructions.) ☑ **Yes** ☐ **No**

Schedule E. Organizations Not Filing Form 1023 Within 27 Months of Formation

Schedule E is intended to determine whether you are eligible for tax exemption under section 501(c)(3) from the postmark date of your application or from your date of incorporation or formation, whichever is earlier. If you are not eligible for tax exemption under section 501(c)(3) from your date of incorporation or formation, Schedule E is also intended to determine whether you are eligible for tax exemption under section 501(c)(4) for the period between your date of incorporation or formation and the postmark date of your application.

1	Are you a church, association of churches, or integrated auxiliary of a church? If "Yes," complete Schedule A and stop here. Do not complete the remainder of Schedule E.	☐ **Yes**	☑ **No**
2a	Are you a public charity with annual **gross receipts** that are normally $5,000 or less? If "Yes," stop here. Answer "No" if you are a private foundation, regardless of your gross receipts.	☐ **Yes**	☑ **No**
b	If your gross receipts were normally more than $5,000, are you filing this application within 90 days from the end of the tax year in which your gross receipts were normally more than $5,000? If "Yes," stop here.	☐ **Yes**	☑ **No**
3a	Were you included as a subordinate in a group exemption application or letter? If "No," go to line 4.	☐ **Yes**	☑ **No**
b	If you were included as a subordinate in a group exemption letter, are you filing this application within 27 months from the date you were notified by the organization holding the group exemption letter or the Internal Revenue Service that you cease to be covered by the group exemption letter? If "Yes," stop here.	☐ **Yes**	☐ **No**
c	If you were included as a subordinate in a timely filed group exemption request that was denied, are you filing this application within 27 months from the postmark date of the Internal Revenue Service final adverse ruling letter? If "Yes," stop here.	☐ **Yes**	☐ **No**
4	Were you created on or before October 9, 1969? If "Yes," stop here. Do not complete the remainder of this schedule.	☐ **Yes**	☑ **No**
5	If you answered "No" to lines 1 through 4, we cannot recognize you as tax exempt from your date of formation unless you qualify for an extension of time to apply for exemption. Do you wish to request an extension of time to apply to be recognized as exempt from the date you were formed? If "Yes," attach a statement explaining why you did not file this application within the 27-month period. Do not answer lines 6, 7, or 8. If "No," go to line 6a.	☐ **Yes**	☑ **No**
6a	If you answered "No" to line 5, you can only be exempt under section 501(c)(3) from the postmark date of this application. Therefore, do you want us to treat this application as a request for tax exemption from the postmark date? If "Yes," you are eligible for an advance ruling. Complete Part X, line 6a. If "No," you will be treated as a private foundation. **Note.** Be sure your ruling eligibility agrees with your answer to Part X, line 6.	☑ **Yes**	☐ **No**
b	Do you anticipate significant changes in your sources of support in the future? If "Yes," complete line 7 below.	☑ **Yes**	☐ **No**

Schedule E. Organizations Not Filing Form 1023 Within 27 Months of Formation *(Continued)*

7 Complete this item only if you answered "Yes" to line 6b. Include projected revenue for the first two full years following the current tax year.

Type of Revenue	Projected revenue for 2 years following current tax year		
	(a) From 01/2016 To 12/2016	(b) From 01/2017 To 12/2017	(c) Total
1 Gifts, grants, and contributions received (do not include unusual grants)	$100,000	$200,000	$300,000
2 Membership fees received	0	0	0
3 Gross investment income	0	0	0
4 Net unrelated business income	$1,000	$2,000	$3,000
5 Taxes levied for your benefit	0	0	0
6 Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)	0	0	0
7 Any revenue not otherwise listed above or in lines 9–12 below (attach an itemized list)	0	0	0
8 Total of lines 1 through 7	$101,000	$202,000	$303,000
9 Gross receipts from admissions, merchandise sold, or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)	$182,500	$244,400	$426,900
10 Total of lines 8 and 9	$283,500	$446,400	$729,900
11 Net gain or loss on sale of capital assets (attach an itemized list)	0	0	0
12 Unusual grants	0	0	0
13 Total revenue. Add lines 10 through 12	$283,500	$446,400	$729,900

8 According to your answers, you are only eligible for tax exemption under section 501(c)(3) from the postmark date of your application. However, you may be eligible for tax exemption under section 501(c)(4) from your date of formation to the postmark date of the Form 1023. Tax exemption under section 501(c)(4) allows exemption from federal income tax, but generally not deductibility of contributions under Code section 170. Check the box at right if you want us to treat this as a request for exemption under 501(c)(4) from your date of formation to the postmark date. ▶ ☐

Attach a completed Page 1 of Form 1024, Application for Recognition of Exemption Under Section 501(a), to this application.

Schedule H. Organizations Providing Scholarships, Fellowships, Educational Loans, or Other Educational Grants to Individuals and Private Foundations Requesting Advance Approval of Individual Grant Procedures

Section I ***Names of individual recipients are not required to be listed in Schedule H.*** **Public charities and private foundations complete lines 1a through 7 of this section. See the instructions to Part X if you are not sure whether you are a public charity or a private foundation.**

1a Describe the types of educational grants you provide to individuals, such as scholarships, fellowships, loans, etc.

b Describe the purpose and amount of your scholarships, fellowships, and other educational grants and loans that you award.

c If you award educational loans, explain the terms of the loans (interest rate, length, forgiveness, etc.).

d Specify how your program is publicized.

e Provide copies of any solicitation or announcement materials.

f Provide a sample copy of the application used.

2 Do you maintain case histories showing recipients of your scholarships, fellowships, educational loans, or other educational grants, including names, addresses, purposes of awards, amount of each grant, manner of selection, and relationship (if any) to officers, trustees, or donors of funds to you? If "No," refer to the instructions. ☐ **Yes** ☑ **No**

3 Describe the specific criteria you use to determine who is eligible for your program. (For example, eligibility selection criteria could consist of graduating high school students from a particular high school who will attend college, writers of scholarly works about American history, etc.)

4a Describe the specific criteria you use to select recipients. (For example, specific selection criteria could consist of prior academic performance, financial need, etc.)

b Describe how you determine the number of grants that will be made annually.

c Describe how you determine the amount of each of your grants.

d Describe any requirement or condition that you impose on recipients to obtain, maintain, or qualify for renewal of a grant. (For example, specific requirements or conditions could consist of attendance at a four-year college, maintaining a certain grade point average, teaching in public school after graduation from college, etc.)

5 Describe your procedures for supervising the scholarships, fellowships, educational loans, or other educational grants. Describe whether you obtain reports and grade transcripts from recipients, or you pay grants directly to a school under an arrangement whereby the school will apply the grant funds only for enrolled students who are in good standing. Also, describe your procedures for taking action if the terms of the award are violated.

6 Who is on the selection committee for the awards made under your program, including names of current committee members, criteria for committee membership, and the method of replacing committee members?

7 Are relatives of members of the selection committee, or of your officers, directors, or **substantial contributors** eligible for awards made under your program? If "Yes," what measures are taken to ensure unbiased selections? ☐ **Yes** ☑ **No**

Note. If you are a private foundation, you are not permitted to provide educational grants to **disqualified persons**. Disqualified persons include your substantial contributors and foundation managers and certain family members of disqualified persons.

Section II **Private foundations complete lines 1a through 4f of this section. Public charities do not complete this section.**

1a If we determine that you are a private foundation, do you want this application to be considered as a request for advance approval of grant making procedures? ☐ **Yes** ☐ **No** ☐ **N/A**

b For which section(s) do you wish to be considered?

- 4945(g)(1)—Scholarship or fellowship grant to an individual for study at an educational institution ☐
- 4945(g)(3)—Other grants, including loans, to an individual for travel, study, or other similar purposes, to enhance a particular skill of the grantee or to produce a specific product ☐

2 Do you represent that you will (1) arrange to receive and review grantee reports annually and upon completion of the purpose for which the grant was awarded, (2) investigate diversions of funds from their intended purposes, and (3) take all reasonable and appropriate steps to recover diverted funds, ensure other grant funds held by a grantee are used for their intended purposes, and withhold further payments to grantees until you obtain grantees' assurances that future diversions will not occur and that grantees will take extraordinary precautions to prevent future diversions from occurring? ☐ **Yes** ☐ **No**

3 Do you represent that you will maintain all records relating to individual grants, including information obtained to evaluate grantees, identify whether a grantee is a disqualified person, establish the amount and purpose of each grant, and establish that you undertook the supervision and investigation of grants described in line 2? ☐ **Yes** ☐ **No**

Schedule H. Organizations Providing Scholarships, Fellowships, Educational Loans, or Other Educational Grants to Individuals and Private Foundations Requesting Advance Approval of Individual Grant Procedures *(Continued)*

Section II **Private foundations complete lines 1a through 4f of this section. Public charities do not complete this section.** *(Continued)*

4a	Do you or will you award scholarships, fellowships, and educational loans to attend an educational institution based on the status of an individual being an *employee of a particular employer?* If "Yes," complete lines 4b through 4f.	☐ **Yes**	☐ **No**	
b	Will you comply with the seven conditions and either the percentage tests or facts and circumstances test for scholarships, fellowships, and educational loans to attend an educational institution as set forth in Revenue Procedures 76-47, 1976-2 C.B. 670, and 80-39, 1980-2 C.B. 772, which apply to inducement, selection committee, eligibility requirements, objective basis of selection, employment, course of study, and other objectives? (See lines 4c, 4d, and 4e, regarding the percentage tests.)	☐ **Yes**	☐ **No**	
c	Do you or will you provide scholarships, fellowships, or educational loans to attend an educational institution to employees of a particular employer?	☐ **Yes**	☐ **No**	☐ **N/A**
	If "Yes," will you award grants to 10% or fewer of the eligible applicants who were actually considered by the selection committee in selecting recipients of grants in that year as provided by Revenue Procedures 76-47 and 80-39?	☐ **Yes**	☐ **No**	
d	Do you provide scholarships, fellowships, or educational loans to attend an educational institution to children of employees of a particular employer?	☐ **Yes**	☐ **No**	☐ **N/A**
	If "Yes," will you award grants to 25% or fewer of the eligible applicants who were actually considered by the selection committee in selecting recipients of grants in that year as provided by Revenue Procedures 76-47 and 80-39? If "No," go to line 4e.	☐ **Yes**	☐ **No**	
e	If you provide scholarships, fellowships, or educational loans to attend an educational institution to children of employees of a particular employer, will you award grants to 10% or fewer of the number of employees' children who can be shown to be eligible for grants (whether or not they submitted an application) in that year, as provided by Revenue Procedures 76-47 and 80-39? If "Yes," describe how you will determine who can be shown to be eligible for grants without submitting an application, such as by obtaining written statements or other information about the expectations of employees' children to attend an educational institution. If "No," go to line 4f. **Note.** Statistical or sampling techniques are not acceptable. See Revenue Procedure 85-51, 1985-2 C.B. 717, for additional information.	☐ **Yes**	☐ **No**	☐ **N/A**
f	If you provide scholarships, fellowships, or educational loans to attend an educational institution to *children of employees of a particular employer* without regard to either the 25% limitation described in line 4d, or the 10% limitation described in line 4e, will you award grants based on facts and circumstances that demonstrate that the grants will not be considered compensation for past, present, or future services or otherwise provide a significant benefit to the particular employer? If "Yes," describe the facts and circumstances that you believe will demonstrate that the grants are neither compensatory nor a significant benefit to the particular employer. In your explanation, describe why you cannot satisfy either the 25% test described in line 4d or the 10% test described in line 4e.	☐ **Yes**	☐ **No**	

Form 414
(Revised 09/13)

Submit in duplicate to:
Secretary of State
P.O. Box 13697
Austin, TX 78711-3697
512 463-5555
FAX: 512/463-5709
Filing Fee: See instructions

Restated Certificate of Formation With New Amendments

This space reserved for office use.

FILED
In the Office of the
Secretary of State of Texas

OCT 14 2015

Corporations Section

Entity Information

The name of the filing entity is:

National Protective Services Institute

State the name of the entity as currently shown in the records of the secretary of state. If the amendment changes the name of the entity, state the old name and not the new name.

The filing entity is a: (Select the appropriate entity type below.)

- ☐ For-profit Corporation
- ☑ Nonprofit Corporation
- ☐ Cooperative Association
- ☐ Limited Liability Company
- ☐ Professional Corporation
- ☐ Professional Limited Liability Company
- ☐ Professional Association
- ☐ Limited Partnership

The file number issued to the filing entity by the secretary of state is: 801297761

The date of formation of the filing entity is: July 28, 2010

Statement of Approval

Each new amendment has been made in accordance with the provisions of the Texas Business Organizations Code. The amendments to the certificate of formation and the restated certificate of formation have been approved in the manner required by the Code and by the governing documents of the entity.

Required Statements

The restated certificate of formation, which is attached to this form, accurately states the text of the certificate of formation being restated and each amendment to the certificate of formation being restated that is in effect, and as further amended by the restated certificate of formation. The attached restated certificate of formation does not contain any other change in the certificate of formation being restated except for the information permitted to be omitted by the provisions of the Texas Business Organizations Code applicable to the filing entity.

Effectiveness of Filing (Select either A, B, or C.)

A. ☑ This document becomes effective when the document is filed by the secretary of state.

B. ☐ This document becomes effective at a later date, which is not more than ninety (90) days from the date of signing. The delayed effective date is: _____

C. ☐ This document takes effect upon the occurrence of the future event or fact, other than the passage of time. The 90th day after the date of signing is: _____

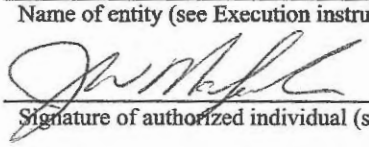
The following event or fact will cause the document to take effect in the manner described below:

Execution

The undersigned affirms that the person designated as registered agent in the restated certificate of formation has consented to the appointment. The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized under the provisions of law governing the entity to execute the filing instrument.

Date: October 13, 2015

National Protective Services Institute
Name of entity (see Execution instructions)


Signature of authorized individual (see instructions)

Jason McLendon, President
Printed or typed name of authorized individual

Attach the text of the amended and restated certificate of formation to the completed statement form. Identify the attachment as "Restated Certificate of Formation of [Name of Entity]."

Attachment to Restated Certificate of Formation (Form 414) for
National Protective Services Institute
Texas SOS Filing # 801297761

Restated Certificate of Formation and Articles of Incorporation of the NATIONAL PROTECTIVE SERVICES INSTITUTE

Article I – Entity Name and Type

The filing entity is a nonprofit corporation. The name of the entity is:
NATIONAL PROTECTIVE SERVICES INSTITUTE

Article II – Duration

The period of duration of the Corporation is perpetual.

Article III – Registered Agent and Registered Office

The registered agent is an individual resident of the state of Texas by the name of:
Jason W. McLendon

The business address of the registered agent and the registered office address is:
3700 Fredericksburg Road, Suite 219 San Antonio, TX 78201

Article IV – Management

The management of the affairs of the Corporation is vested in the Board of Directors and executed by the Officers. The number of Directors constituting the Board of Directors shall be at least seven. The Board shall operate in accordance with established By-Laws. The names and addresses of the persons who are to serve as Directors and Officers until their successors are elected and qualified are as follows:

Board of Directors

1. David L. Barnes	PO Box 782016	San Antonio, TX 78278
2. Jon Guba	PO Box 782016	San Antonio, TX 78278
7. Mark Hammergren	PO Box 782016	San Antonio, TX 78278
4. Kyle Jenkins	PO Box 782016	San Antonio, TX 78278
5. Joe Oglesby	PO Box 782016	San Antonio, TX 78278
3. Craig Porter	PO Box 782016	San Antonio, TX 78278
6. Amanda Wilhelm	PO Box 782016	San Antonio, TX 78278

Officers

1. Jason McLendon, President	PO Box 782016	San Antonio, TX 78278
2. Ken Lewis, Treasurer	PO Box 782016	San Antonio, TX 78278
3. David L. Barnes, Secretary	PO Box 782016	San Antonio, TX 78278

Attachment to Restated Certificate of Formation (Form 414) for
National Protective Services Institute
Texas SOS Filing # 801297761

Article V – Membership

The Corporation shall have members.

Article VI – Purpose and Limitation

The NATIONAL PROTECTIVE SERVICES INSTITUTE is a non-profit corporation and shall operate exclusively for educational and charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code.

The primary purpose of the NATIONAL PROTECTIVE SERVICES INSTITUTE is to provide education and training for security, law enforcement, homeland security, anti-terrorism, emergency management, emergency response services, personal defense, and related fields to help individuals prepare to work in the professional protection field and other related disciplines.

Secondarily, the Corporation will offer management assistance, consultation, and research as necessary in these and related disciplines.

Third, the Corporation will offer continuing education and training programs to help individuals develop personal defense, emergency preparedness, and related skills.

Last, the Corporation will offer any other services, related to the aforementioned educational and training purposes, as legally allowed by a nonprofit corporation. The services and offerings of the NATIONAL PROTECTIVE SERVICES INSTITUTE shall be limited to the purposes herein described.

The NATIONAL PROTECTIVE SERVICES INSTITUTE is designated as a public benefit corporation.

Article VII – Nonprofit Nature

The NATIONAL PROTECTIVE SERVICES INSTITUTE is organized exclusively for educational purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the NATIONAL PROTECTIVE SERVICES INSTITUTE shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Attachment to Restated Certificate of Formation (Form 414) for
National Protective Services Institute
Texas SOS Filing # 801297761

Notwithstanding any other provision of this document, the Corporation shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The NATIONAL PROTECTIVE SERVICES INSTITUTE is not organized and shall not be operated for the private gain of any person. The property of the Corporation is irrevocably dedicated to its educational and training purposes. No part of the receipts, or net earnings of the Corporation shall inure to the benefit of, or be distributed to any individual. The Corporation may, however, pay reasonable compensation for services rendered, and make other payments and distributions consistent with these Articles and the By-Laws.

No Officer or Director of this Corporation shall be personally liable for the debts or obligations of the NATIONAL PROTECTIVE SERVICES INSTITUTE of any nature whatsoever, nor shall any of the property or assets of the Officers or Directors be subject to the payment of the debts or obligations of this Corporation.

Article VIII – Amendments

Any amendment to the Certificate of Formation/Articles of Incorporation may be adopted by approval of a majority of the Board of Directors and the President.

Article IX – Dissolution

Upon termination or dissolution of the NATIONAL PROTECTIVE SERVICES INSTITUTE, any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c) (3) of the Internal Revenue Code of 1986 (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation.

The organization to receive the assets of the NATIONAL PROTECTIVE SERVICES INSTITUTE hereunder shall be selected by the discretion of a majority of the managing body of the Corporation, and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against the Corporation by one (1) or more of its managing body which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the State of Texas. In the event that the court shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose, which, at least generally, includes a purpose similar to this Corporation, then the court shall direct the distribution of its

assets lawfully available for distribution to the Treasurer of the State of Texas to be added to the general fund.

Article X – Addresses

The physical address of the Corporation is:
3700 Fredericksburg Road, Suite 219 San Antonio, TX 78201

The mailing address of the Corporation is:
PO Box 782016 San Antonio, TX 78278

The undersigned signs this Restated Certificate of Formation and Articles of Incorporation subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized under the provisions of law governing the entity to execute the filing document.

This document becomes effective when filed by the Secretary of State.

Date: October 13, 2015

Jason McLendon, President
National Protective Services Institute

NATIONAL PROTECTIVE SERVICES INSTITUTE
BY-LAWS

ARTICLE I: NAME

Section 1. The name of the corporation is:
NATIONAL PROTECTIVE SERVICES INSTITUTE.

Section 2. Official use of the Institute's name shall be made only through the authority of the Board of Directors.

Section 3. The Corporation shall normally be referred to as the "Institute" throughout this document.

ARTICLE II: PURPOSE AND POWERS

Section 1. The primary purpose of the NATIONAL PROTECTIVE SERVICES INSTITUTE is to provide education and training for security, law enforcement, anti-terrorism, emergency management, emergency response services, personal defense, and related fields to help individuals prepare to work in the professional protection field and other related disciplines. Secondarily, the Institute will offer management assistance, consultation, and research as necessary in these and related disciplines. Third, the Institute will offer continuing education and training programs to help individuals develop personal defense, emergency preparedness, and related skills. Last, the Institute will offer any other services, related to the aforementioned educational and training purposes, as legally allowed by a nonprofit corporation. The services and offerings of the Institute shall be limited to the purposes herein described.

Section 2. The NATIONAL PROTECTIVE SERVICES INSTITUTE is organized as a Texas non-profit corporation, with intent to apply for recognition as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.

Section 3. Notwithstanding any other provision of these By-Laws, no Director, Officer, employee, member, or representative of this Institute shall take any action or carry on any activity by or on behalf of the Institute not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the Institute shall inure to the benefit or be distributable to any Director, Officer, Member, or other private person, except that the Institute shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Certificate of Formation/Articles of Incorporation and these By-Laws.

Section 4. The Institute shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to

affect the educational and charitable purposes, for which the Institute is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the Institute may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

ARTICLE III: BOARD OF DIRECTORS

Section 1. The management of the affairs of the Institute is vested in the Board of Directors. The Board of Directors shall be composed of seven members who are responsible for ensuring the accomplishment of the Institute's mission and purpose, supporting institutional effectiveness and integrity, and protecting the interests of students, faculty members, and the general public.

Section 2. The initial members of the Board of Directors shall be appointed by the President.

Section 3. The Chairman of the Board of Directors shall determined by vote of the Board.

Section 4. The Chairman of the Board of Directors shall discharge the usual responsibilities adhering to the office, to include presiding at meetings of the Board. The Chairman shall ensure the duties of the Board are accomplished per Section 1 of this Article, convene the Board at least annually (and at other times as appropriate), and present an annual report to the stakeholders of the Institute in such form and manner as prescribed.

Section 5. In order to be eligible to serve as a Director on the Board of Directors, individuals must be 18 years of age and an affiliate within affiliate classifications created by the Board of Directors. Directors may be elected at any board meeting by the majority vote of the existing Board of Directors. The election of Directors to replace those who have fulfilled their term of office shall take place early enough for the Director to assume duties in January of each year.

Section 6. With the advice and consent of the other members of the Board and Officers of the Institute, the Chairman shall initiate action to secure replacements in the event of vacancies either by incapacity or lack of performance of duties, to include offices not otherwise provided for in the By-Laws.

The Board of Directors may fill vacancies due to the expiration of a Director's term of office, resignation, death, or removal of a Director or may appoint new Directors to fill unfilled Board positions, subject to the number of Directors under these By-Laws. Vacancies in the Board of Directors due to resignation, death, or removal shall be filled by the Board for the balance of the term of the Director being replaced.

Section 7. The term of office for Directors is one year. The term of office shall be considered to begin January 1 and end December 31, unless the term is extended until such time as a successor has been elected. Directors may serve terms in succession.

Section 8. Directors may not receive compensation for carrying out their duties as Directors. The Board may, however, adopt policies providing for reasonable reimbursement of Directors

for expenses incurred in conjunction with carrying out Board responsibilities, such as travel expenses to attend Board meetings.

Section 9. Directors are not restricted from being remunerated for professional services provided to the Institute. Such remuneration shall be reasonable and fair to the Institute and must be reviewed and approved in accordance with the Board Conflict of Interest Policy and state law.

Section 10. A Director may be removed from their position by majority vote of the remaining Directors and consent of the President. A Director may be removed at any time, with or without cause, if before any meeting of the Board at which a vote on removal will be made the Director in question is given electronic or written notification of the Board's intention to remove the Director from his or her position. The Director in question will be given the opportunity to discuss his or her case before the Board. A Director may resign at any time by giving written notice to the Institute without prejudice to the rights, if any, of the Institute under any contract to which the Director is a party.

Section 11. The President has approval or veto authority over any appointments for new Directors. Presidential vetoes may only be overridden by unanimous consent of the Board.

ARTICLE IV: MEETINGS

Section 1. An annual meeting shall be held at a time and place designated by the Chairman of the Board of Directors. A minimum of thirty days notice shall be provided to all stakeholders.

Section 2. All meetings of the Board of Directors shall be open to all members of the Board of Directors and Corporate Officers of the Institute. Board members and Corporate Officers may invite others as deemed necessary and approved by either the Chairman of the Board or the President.

Section 3. The manner of acting for meetings shall be as follows:

(a) Quorum. A majority of the Directors in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the Board. No business shall be considered by the Board at any meeting at which a quorum is not present, unless absentee votes have already been obtained. The number of absentee votes may be counted towards the quorum requirement.

(b) Majority Vote. Except as otherwise required by law, by the Articles of Incorporation/Certificate of Formation, or these By-Laws, the act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board.

(c) Hung Board Decisions. On the occasion that Directors of the Board are unable to make a decision based on a tied number of votes, the President shall have the power to swing the vote based on his or her discretion.

(d) Participation. Except as required otherwise by law, the Certificate of Formation/Articles of Incorporation, or these By-Laws, Directors may participate in a regular or special meeting through the use of any means of communication by which all Directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephonic conference call. Absentee votes may also be counted as participation.

Section 4. Any action required or permitted to be taken by the Board of Directors at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For purposes of this section an e-mail transmission from an e-mail address on record constitutes a valid writing. The intent of this provision is to allow the Board of Directors to use email to approve actions, as long as a quorum of Board members gives consent.

ARTICLE V: COMMITTEES

Section 1. The Board may establish various committees for specific purposes (such as literature review, student recruitment, curriculum review, marketing, etc.) to provide recommendations to better serve the students, faculty members, and the community.

Section 2. The Board must establish an Academic Advisory Committee of at least five persons to evaluate the curriculum, instructional materials and media, equipment, and facilities to ensure they meet the needs of the job market.

Section 3. Committees will appoint a Committee Chairperson for each Committee who will report to the Chairman of the Board.

Section 4. Committees will not make decisions on behalf of the Board or the Institute unless provided express permission to do so by resolution of the Board.

ARTICLE VI: CORPORATE OFFICERS

Section 1. The affairs of the Institute are executed by the Officers of the Institute. Officers include the President, Secretary, and Treasurer.

Section 2. The President shall be the Chief Executive Officer of the Institute. The President shall exercise general supervision over all the affairs of the Institute (including its financial affairs), propose policies and programs, and bring such matters to the attention of the Board of Directors as are appropriate to keep the Board of Directors fully informed to meet their policy-making responsibilities. As the Chief Executive Officer, the President is empowered to appoint such officers and personnel and to perform all acts and execute all documents as necessary to effectively manage Institute affairs. The President shall be an ex officio member of all Committees. All officers of administration and members of the teaching faculty shall be responsible to the President of the Institute, or to such officer or officers as the President may

designate, for the satisfactory performance of their respective duties as set forth by the President, or by such officer as the President may designate, except as provided in these By-Laws.

Section 3. The Secretary reports directly to the President. The Secretary is responsible for recording accurate and sufficient documentation to meet legal requirements (records management), and provides advice and counsel on Board responsibilities and logistics. The Secretary manages all Board and Committee meeting logistics, attends and records minutes of all Board and Committee meetings, facilitates Board communications, and advises the Board on its roles and responsibilities. The Secretary maintains key corporate documents and records, monitors corporate governance developments and assists the Board in tailoring governance practices to meet the Board's needs and stakeholder expectations. The Secretary is appointed by the President.

Section 4. The Treasurer serves as the Chief Financial Officer of the Institute. The Treasurer shall develop and manage strategies, operations, and policies related to the treasury function, including cash management, borrowing, payment processing, growth plans, and investing. The Treasurer shall forecast sources and uses of cash, to include the development of endowment opportunities, financial strategies, and action plans. As the Chief Financial Officer, the Treasurer shall ensure treasury activities are in compliance with treasury policies, accounting guidelines, governance policies, and internal controls. The Treasurer is appointed by the President.

Section 5. Succession. In the event of incapacitation or death of the President, the Treasurer shall immediately assume position and responsibilities of the President, and shall appoint a new Treasurer within 30 days. In the event of simultaneous incapacitation or death of both the President and Treasurer, the Secretary shall immediately assume position and responsibilities of the President, and shall appoint a new Secretary and Treasurer within 30 days. If an officer is only temporarily incapacitated, they shall only be temporarily replaced until they are capable of resuming duties.

Section 6. The President may only be terminated for willful and intentional violations of the law, and with unanimous consent of the Board of Directors. If the President disputes the termination, a mutually-agreed upon arbitrator shall be appointed, and both parties shall accept the decision of the arbitrator as final.

ARTICLE VII: CONTRACTS, CHECKS, INDEMNIFICATION AND RELATED MATTERS

Section 1. Except as otherwise provided by resolution of the Board or Board policy, all contracts, deeds, leases, mortgages, grants, and other agreements of the Institute shall be executed on its behalf by the Treasurer or other persons to whom the Institute has delegated authority to execute such documents in accordance with policies approved by the Board.

Section 2. All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the Institute, shall be signed by such Officer or Officers, agent

or agents, of the Institute and in such manner as shall from time to time be determined by resolution of the Board.

Section 3. All funds of the Institute not otherwise employed shall be deposited from time to time to the credit of the Institute in such banks, trust companies, or other depository as the Board or a designated committee of the Board may select.

Section 4. No loans shall be contracted on behalf of the Institute and no evidence of indebtedness shall be issued in its name unless authorized by the Board. Such authority may be general or confined to specific instances.

Section 5. Officers and Directors shall be indemnified against actions or proceedings against them while lawfully, ethically, and morally acting on behalf of the Institute.

(a) Mandatory Indemnification. The Institute shall indemnify an Officer or former Officer, Director or former Director, who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was a party because he or she is or was an Officer or Director of the Institute against reasonable expenses incurred by him or her in connection with the proceedings.

(b) Permissible Indemnification. The Institute shall indemnify an Officer or Director made a party to a proceeding because he or she was or is an Officer or Director of the Institute against liability incurred in the proceeding if the determination to indemnify him or her if has been made in the manner prescribed by law, and payment has been authorized in a manner prescribed by law.

(c) Advance for Expenses. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the Institute in advance of the final disposition of such action, suit or proceeding, as authorized by the Board of Directors in the specific case, upon receipt of (1) a written affirmation from the Officer, Director, employee or agent of his or her good faith belief that he or she is entitled to indemnification as authorized in this article, and (2) an undertaking by or on behalf of the Officer, Director, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the Institute in these By-Laws.

(d) Indemnification of Officers, Agents and Employees. An Officer of the Institute who is not a Director is entitled to mandatory indemnification under this article to the same extent as a Director. The Institute may also indemnify and advance expenses to an employee or agent of the Institute who is not a Director, consistent with Texas law and public policy, provided that such indemnification, and the scope of such indemnification, is set forth by the general or specific action of the Board or by contract.

ARTICLE VIII: NON-DISCRIMINATION POLICY

NATIONAL PROTECTIVE SERVICES INSTITUTE
BY-LAWS

The Institute admits students and provides employment to individuals of any race, color, national and ethnic origin, creed, religion, age, gender, sexual orientation, political affiliation, physical disability, or veteran status. It does not discriminate in any of these categories in administration of its employment policies, educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs, and provides all the rights, privileges, programs, and activities to all students and employees generally accorded or made available to any students or employees at the school.

ARTICLE IX: COUNTERTERRORISM AND DUE DILIGENCE POLICY

In furtherance of its exemption by contributions to other organizations, domestic or foreign, the NATIONAL PROTECTIVE SERVICES INSTITUTE shall stipulate how the funds will be used and shall require the recipient to provide the Institute with detailed records and financial proof of how the funds were utilized.

Although adherence and compliance with the US Department of Treasury's publication the "Voluntary Best Practice for US Based Charities" is not mandatory, NATIONAL PROTECTIVE SERVICES INSTITUTE willfully and voluntarily recognizes and puts to practice these guidelines and suggestions to reduce, develop, re-evaluate, and strengthen a risk-based approach to guard against the threat of diversion of charitable funds or exploitation of charitable activity by terrorist organizations and their support networks.

The NATIONAL PROTECTIVE SERVICES INSTITUTE shall also comply and put into practice the federal guidelines, suggestion, laws and limitation set forth by pre-existing US legal requirements related to combating terrorist financing, which include, but are not limited to, various sanctions programs administered by the Office of Foreign Assets Control (OFAC) in regard to its foreign activities.

ARTICLE X: DOCUMENT RETENTION POLICY

Section 1. The purpose of this Document Retention Policy is establishing standards for document integrity, retention, and destruction and to promote the proper treatment of NATIONAL PROTECTIVE SERVICES INSTITUTE records.

Section 2. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

From time to time, the NATIONAL PROTECTIVE SERVICES INSTITUTE may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified

categories should be primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

The NATIONAL PROTECTIVE SERVICES INSTITUTE expects all Directors, Officers, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all Directors, Officers and employees should note the following general exception to any stated destruction schedule: If you believe, or the NATIONAL PROTECTIVE SERVICES INSTITUTE informs you, that records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Minimum retention periods for specific categories of records are as follows:

(a) Corporate Documents. Corporate records include the Institute's Articles of Incorporation, By-Laws and IRS Form 1023 and Application for Exemption. Corporate records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

(b) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the Institute's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.

(c) Employment Records/Personnel Records. State and federal statutes require the Institute to keep certain recruitment, employment and personnel information. The Institute should also keep personnel files that reflect performance reviews and any complaints brought against the Institute or individual employees under applicable state and federal statutes. The Institute should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven years.

(d) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in the Institute's minute book. A clean copy of all other Board and Board Committee materials should be kept for no less than three years by the Institute.

(e) Press Releases/Public Filings. The Institute should retain permanent copies of all press releases and publicly filed documents under the theory that the Institute should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the Institute.

(f) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

(g) Marketing and Sales Documents. The Institute should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

(h) Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the Institute and are protected as a trade secret where the Institute:

(i) derives independent economic value from the secrecy of the information; and

(ii) has taken affirmative steps to keep the information confidential.

The Institute should keep all documents designated as containing trade secret information for at least the life of the trade secret.

(i) Contracts. Final, execution copies of all contracts entered into by the Institute should be retained. The Institute should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

(j) Correspondence. Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.

(k) Banking and Accounting. Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.

(l) Insurance. Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.

(m) Audit Records. External audit reports should be kept permanently. Internal audit reports should be kept for three years.

(n) Student Records. All student records shall be maintained permanently.

Section 4. Electronic Mail (E-mail) that needs to be saved should be either:

(a) printed in hard copy and kept in the appropriate file; or

(b) downloaded to a computer file and kept electronically or on disk as a separate file. The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

ARTICLE XI: Transparency and Accountability Disclosure of Financial Information With The General Public

Section 1. By making full and accurate information about its mission, activities, finances, and governance publicly available, the NATIONAL PROTECTIVE SERVICES INSTITUTE practices and encourages transparency and accountability to the general public. This policy will:

(a) indicate which documents and materials produced by the Institute are presumptively open to staff and/or the public.

(b) indicate which documents and materials produced by the Institute are presumptively closed to staff and/or the public.

(c) specify the procedures whereby the open/closed status of documents and materials can be altered.

Section 2. The details of this policy are as follow:

The NATIONAL PROTECTIVE SERVICES INSTITUTE shall provide its Internal Revenue forms, By-Laws, Conflict of Interest Policy, and financial statements to the general public for inspection free of charge.

The NATIONAL PROTECTIVE SERVICES INSTITUTE shall make “Widely Available” the aforementioned documents on its internet website: www.NPSIonline.net to be viewed and inspected by the general public.

(a) The documents shall be posted in a format that allows an individual using the Internet to access, download, view and print them in a manner that exactly reproduces the image of the original document filed with the IRS (except information exempt from public disclosure requirements, such as contributor lists).

(b) The website shall clearly inform readers that the document is available and provide instructions for downloading it.

(c) The NATIONAL PROTECTIVE SERVICES INSTITUTE shall not charge a fee for downloading the information. Documents shall not be posted in a format that would require special computer hardware or software (other than software readily available to the public free of charge).

(d) The NATIONAL PROTECTIVE SERVICES INSTITUTE shall inform anyone requesting the information where this information can be found, including the web address. This

information must be provided immediately for in-person requests and within 7 days for mailed requests.

Section 3. The NATIONAL PROTECTIVE SERVICES INSTITUTE shall submit any required forms to the Board of Directors prior to filing with the IRS or other governing body. While neither the approval of these forms or a review of these forms are required under Federal law, the Institute shall be submit these forms to each member of the Board of Director's (via hard copy or E-mail) at least 3 days before the forms are filed with the IRS or other governing body.

Section 4. Board Records.

(a) All Board deliberations shall be open to the public except where the board passes a motion to make any specific portion confidential.

(b) All Board minutes shall be open to the public once accepted by the Board, except where the board passes a motion to make any specific portion confidential.

(c) All papers and materials considered by the Board shall be open to the public following the meeting at which they are considered, except where the Board passes a motion to make any specific paper or material confidential.

Section 5. Staff Records.

(a) All staff records shall be available for consultation by the staff member concerned or by their legal representatives.

(b) No staff records shall be made available to any person outside the Institute except the authorized governmental or governing agencies.

(c) Within the Institute, staff records shall be made available only to those persons with managerial or personnel responsibilities for that staff member, except that

(d) Staff records shall be made available to the Board when requested.

Section 6. Donor Records

(a) All donor records shall be available for consultation by the members and donors concerned or by their legal representatives.

(b) No donor records shall be made available to any other person outside the Institute except the authorized governmental agencies.

(c) Within the Institute, donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those donors, except that;

(d) donor records shall be made available to the Board when requested.

ARTICLE XII: CODES OF ETHICS AND WHISTLEBLOWER POLICY

Section 1. The NATIONAL PROTECTIVE SERVICES INSTITUTE requires and encourages Directors, Officers and employees to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. The employees and representatives of the Institute must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the intent of the NATIONAL PROTECTIVE SERVICES INSTITUTE to adhere to all laws and regulations that apply to the Institute and the underlying purpose of this policy is to support the Institute's goal of legal compliance. The support of all Institute staff is necessary to achieving compliance with various laws and regulations.

Section 2. If any Director, Officer, staff member or employee reasonably believes that some policy, practice, or activity of the Institute is in violation of law, a written complaint must be filed by that person with the Chairman of the Board and/or the President.

Section 3. Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be viewed as a serious disciplinary offense.

Section 4. Said person is protected from retaliation only if she/he brings the alleged unlawful activity, policy, or practice to the attention of the NATIONAL PROTECTIVE SERVICES INSTITUTE and provides the NATIONAL PROTECTIVE SERVICES INSTITUTE with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement.

The NATIONAL PROTECTIVE SERVICES INSTITUTE shall not retaliate against any Director, Officer, staff member, or employee who in good faith, has made a protest or raised a complaint against some practice of the NATIONAL PROTECTIVE SERVICES INSTITUTE or of another individual or entity with whom the NATIONAL PROTECTIVE SERVICES INSTITUTE has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The NATIONAL PROTECTIVE SERVICES INSTITUTE shall not retaliate against any Director, Officer, staff member, or employee who discloses or threatens to disclose to a supervisor or a public body, any activity, policy, or practice of the NATIONAL PROTECTIVE SERVICES INSTITUTE that the individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

Section 5. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Section 6. The Chairman of the Board or the President shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports shall be promptly investigated by the Board and its appointed committee and appropriate corrective action shall be taken if warranted by the investigation.

This policy shall be made available to all Directors, Officers, staff members, or employees and they shall have the opportunity to ask questions about the policy.

ARTICLE XIII: MISCELLANEOUS

Section 1. The Institute shall keep correct and complete books and records of account and shall keep the minutes of proceedings of all meetings of the Board of Directors, a record of all actions taken by the Board, and a record of all actions taken by committees. In addition, the Institute shall keep a copy of the Institute's Certificate of Formation/Articles of Incorporation and By-Laws as amended to date.

Section 2. The fiscal year of the Institute shall be from January 1st through December 31st.

Section 3. The Board shall adopt and periodically review a Conflict of Interest Policy to protect the Institute's interests when it is contemplating any transaction or arrangement which may benefit any Director, Officer, employee, affiliate, or committee member with Board-delegated powers.

ARTICLE XIV: BY-LAWS AND AMENDMENTS TO BY-LAWS

Section 1. Amendments to these By-Laws may be initiated by any member of the Board or Officer of the Institute.

Section 2. Amendments initiated as specified in Section 1 of this Article shall be voted upon by the Directors during the annual Board meeting, or other such stated meeting for the purpose of amending By-Laws. A written notice of the proposed amendment or amendments shall be distributed at least one month prior to the vote. A majority consensus of the members voting shall be required for adoption. All Board members must be provided the opportunity to vote. Those unable to attend in person may attend virtually, or vote in absentia through proxy or absentee ballot.

Section 3. The President has approval or veto authority over any amendments adopted to the By-Laws by the Board of Directors. Presidential vetoes may only be overridden by unanimous consent of the Board.

NATIONAL PROTECTIVE SERVICES INSTITUTE
BY-LAWS

Section 4. By-Laws and amendments are signed by the President and recorded by the Secretary.

ARTICLE XV: DISSOLUTION

Upon the dissolution of the Institute as a non-profit corporation, all liabilities and obligations shall be paid first. Remaining assets shall be distributed only for tax-exempt purposes to one or more organizations that are exempt within the meaning of 501 (c) 3 of the Internal Revenue Code, or the corresponding section of any future federal tax code, as provided in a plan of distribution adopted by the Institute under law.

ARTICLE XVI: PARLIAMENTARY AUTHORITY

Section 1. In all matters not covered by these By-Laws, the parliamentary guide shall be Roberts Rules of Order as revised most recently.

Section 2. The governance of the Institute is organized to ensure checks and balances and fair distribution of control between the legislative body (the Board of Directors), the executive body (the President), and the judicial body (arbitrator or appropriate governing authority.)

Section 3. If any stakeholder is dissatisfied with the actions or decisions of the Board or the President, and believes them to be substantially detrimental to the Institute, a complaint may be filed with the appropriate governing authority for the category of complaint or appeal with:

(a) Texas Workforce Commission, Career Schools and Colleges Division, Austin, TX.

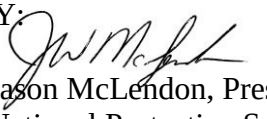
(b) Texas Higher Education Coordinating Board, College Readiness and Success Division, Austin, Texas

(c) Texas Department of Public Safety Licensing and Registration Service –Private Security Program, Austin, Texas

(d) Office of the Attorney General Consumer Protection Division, Austin, TX

(e) Accrediting Agency or Commission

APPROVED BY:



Jason McLendon, President (October 12, 2015)
National Protective Services Institute

National Protective Services Institute
EIN: 27-3418748
Attachment to IRS Form 1023, Application for Recognition of Exemption

DOCUMENTATION OF NPSI NONDISCRIMINATION POLICY

The NPSI Nondiscrimination Policy is clearly advertised for any and all potential students to see. Because NPSI students can come from anywhere in the world, we are not required to advertise in a local newspaper (reference Form 1023 Instructions, page 27), but have gone above and beyond to ensure our nondiscrimination policy is widely advertised.

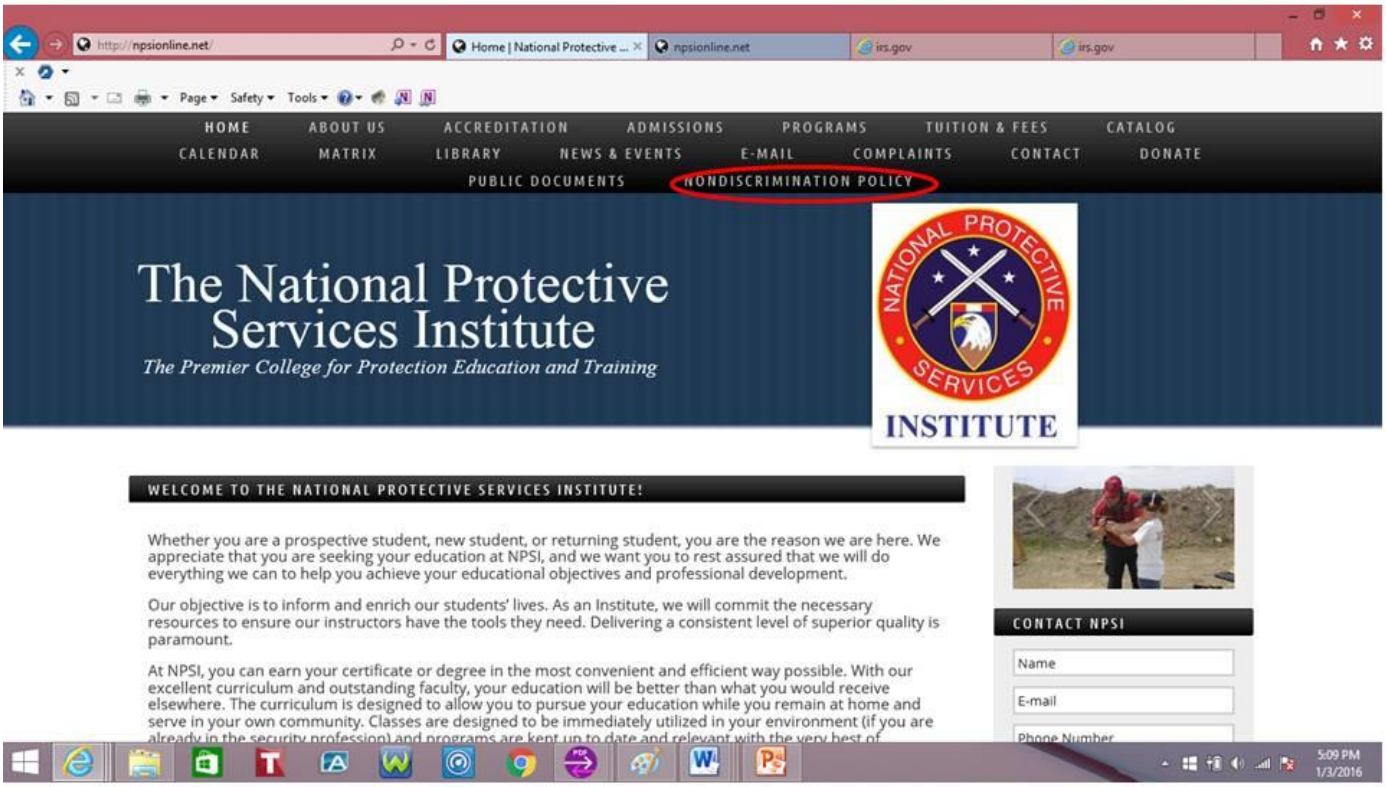
The NPSI By-Laws, Article VIII, says:
The Institute admits students and provides employment to individuals of any race, color, national and ethnic origin, creed, religion, age, gender, sexual orientation, political affiliation, physical disability, or veteran status. It does not discriminate in any of these categories in administration of its employment policies, educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs, and provides all the rights, privileges, programs, and activities to all students and employees generally accorded or made available to any students or employees at the school.

The 2016 Academic Catalog says:
The National Protective Services Institute admits students and provides employment to individuals of any race, color, national and ethnic origin, creed, religion, age, gender, sexual orientation, political affiliation, physical disability, or veteran status. It does not discriminate in any of these categories in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs, and provides all the rights, privileges, programs, and activities to all students generally accorded or made available to any students at the school." (Page 14)

The Application for Admission says:
Admissions or employment at the Institute and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability. (Page 2)

The Website says/shows:
All visitors to the website will see a tab labeled "Nondiscrimination Policy" which provides the policy in its entirety. Additionally, the policy is also listed on the "Admissions" page. Visitors to the website see the following (www.NPSIonline.net):

National Protective Services Institute
EIN: 27-3418748
Attachment to IRS Form 1023, Application for Recognition of Exemption



National Protective Services Institute
EIN: 27-3418748
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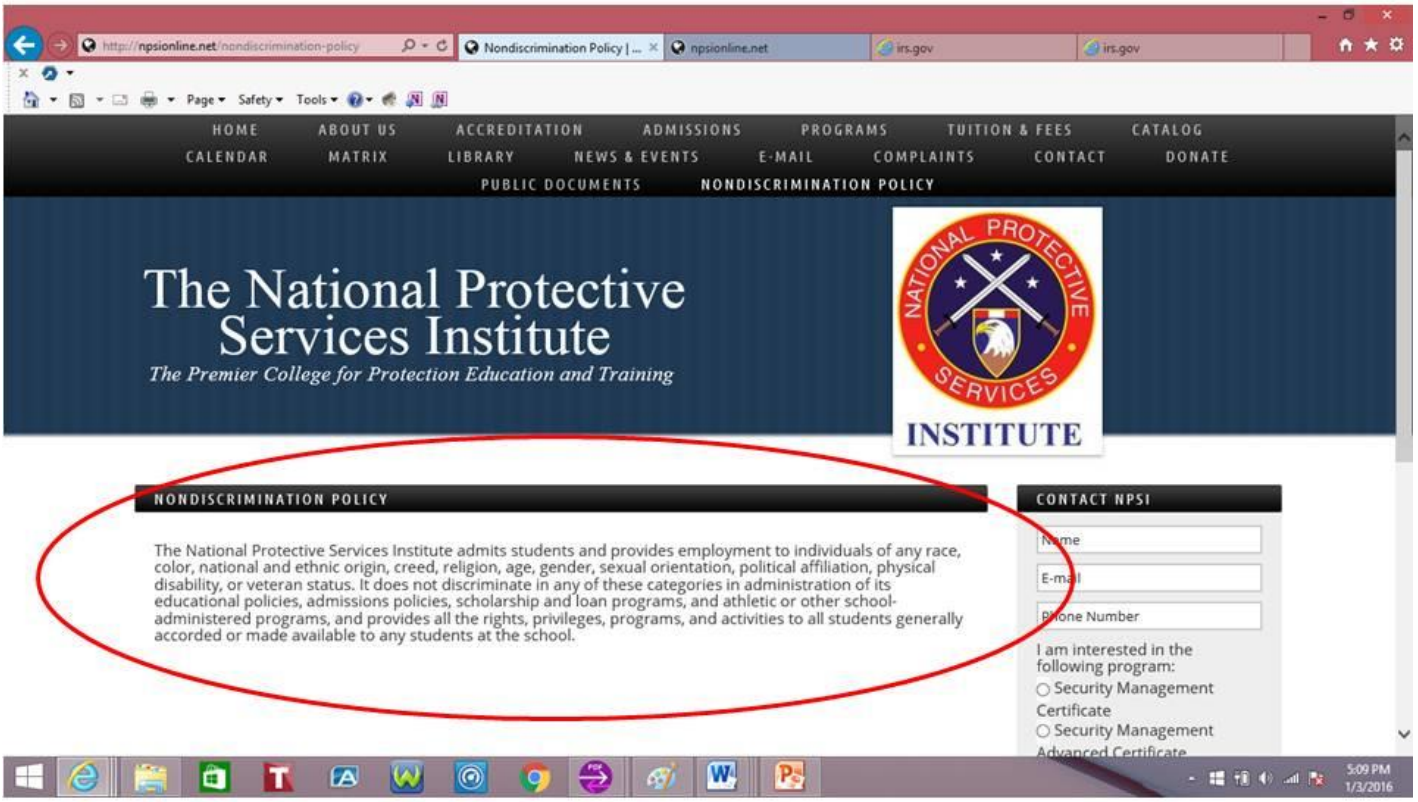

National Protective Services Institute
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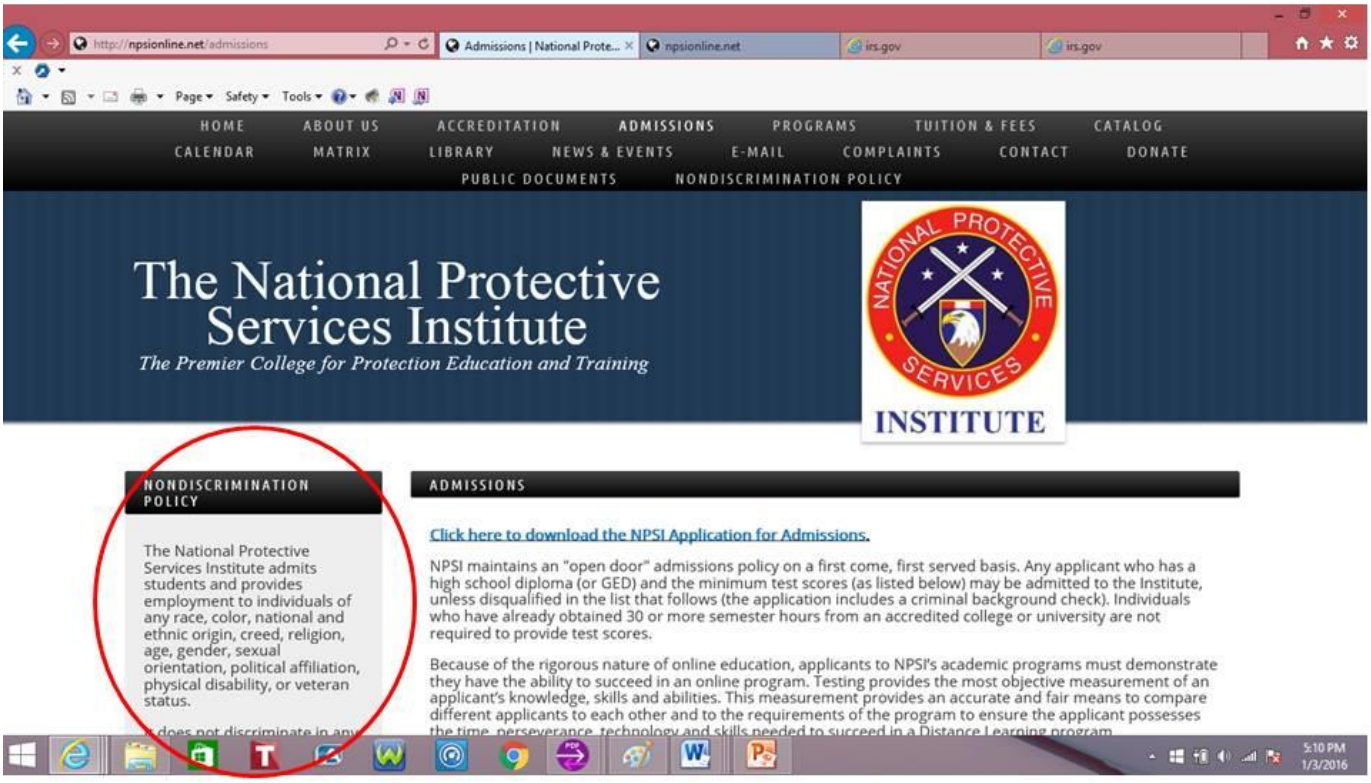

National Protective Services Institute
EIN: 27-3418748
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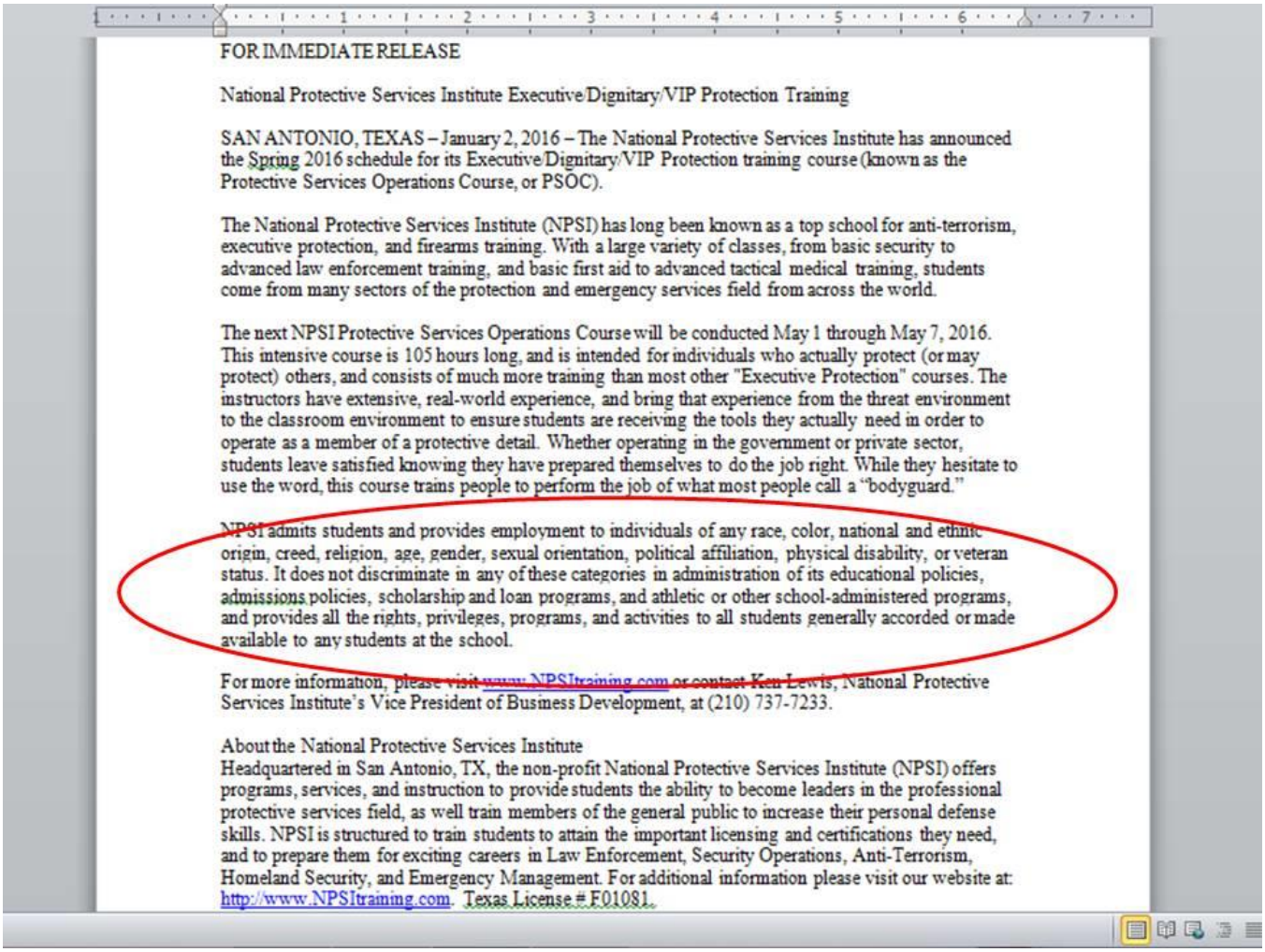
Advertisements/Press Releases say:



FOR IMMEDIATE RELEASE

National Protective Services Institute Executive/Dignitary/VIP Protection Training

SAN ANTONIO, TEXAS – January 2, 2016 – The National Protective Services Institute has announced the Spring 2016 schedule for its Executive/Dignitary/VIP Protection training course (known as the Protective Services Operations Course, or PSOC).

The National Protective Services Institute (NPSI) has long been known as a top school for anti-terrorism, executive protection, and firearms training. With a large variety of classes, from basic security to advanced law enforcement training, and basic first aid to advanced tactical medical training, students come from many sectors of the protection and emergency services field from across the world.

The next NPSI Protective Services Operations Course will be conducted May 1 through May 7, 2016. This intensive course is 105 hours long, and is intended for individuals who actually protect (or may protect) others, and consists of much more training than most other "Executive Protection" courses. The instructors have extensive, real-world experience, and bring that experience from the threat environment to the classroom environment to ensure students are receiving the tools they actually need in order to operate as a member of a protective detail. Whether operating in the government or private sector, students leave satisfied knowing they have prepared themselves to do the job right. While they hesitate to use the word, this course trains people to perform the job of what most people call a "bodyguard."

NPSI admits students and provides employment to individuals of any race, color, national and ethnic origin, creed, religion, age, gender, sexual orientation, political affiliation, physical disability, or veteran status. It does not discriminate in any of these categories in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs, and provides all the rights, privileges, programs, and activities to all students generally accorded or made available to any students at the school.

For more information, please visit www.NPSItraining.com or contact Ken Lewis, National Protective Services Institute's Vice President of Business Development, at (210) 737-7233.

About the National Protective Services Institute
Headquartered in San Antonio, TX, the non-profit National Protective Services Institute (NPSI) offers programs, services, and instruction to provide students the ability to become leaders in the professional protective services field, as well train members of the general public to increase their personal defense skills. NPSI is structured to train students to attain the important licensing and certifications they need, and to prepare them for exciting careers in Law Enforcement, Security Operations, Anti-Terrorism, Homeland Security, and Emergency Management. For additional information please visit our website at: http://www.NPSItraining.com. Texas License # F01081.

PRESS RELEASE DISTRIBUTION REPORT

NPSI Executive/Dignitary/VIP Protection Training Course

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The Network Journal
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Kern Golden Empire.com
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Texoma's homepage.com
Big Country homepage.com
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fourstates homepage .com
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BINGHAMTON homepage.com
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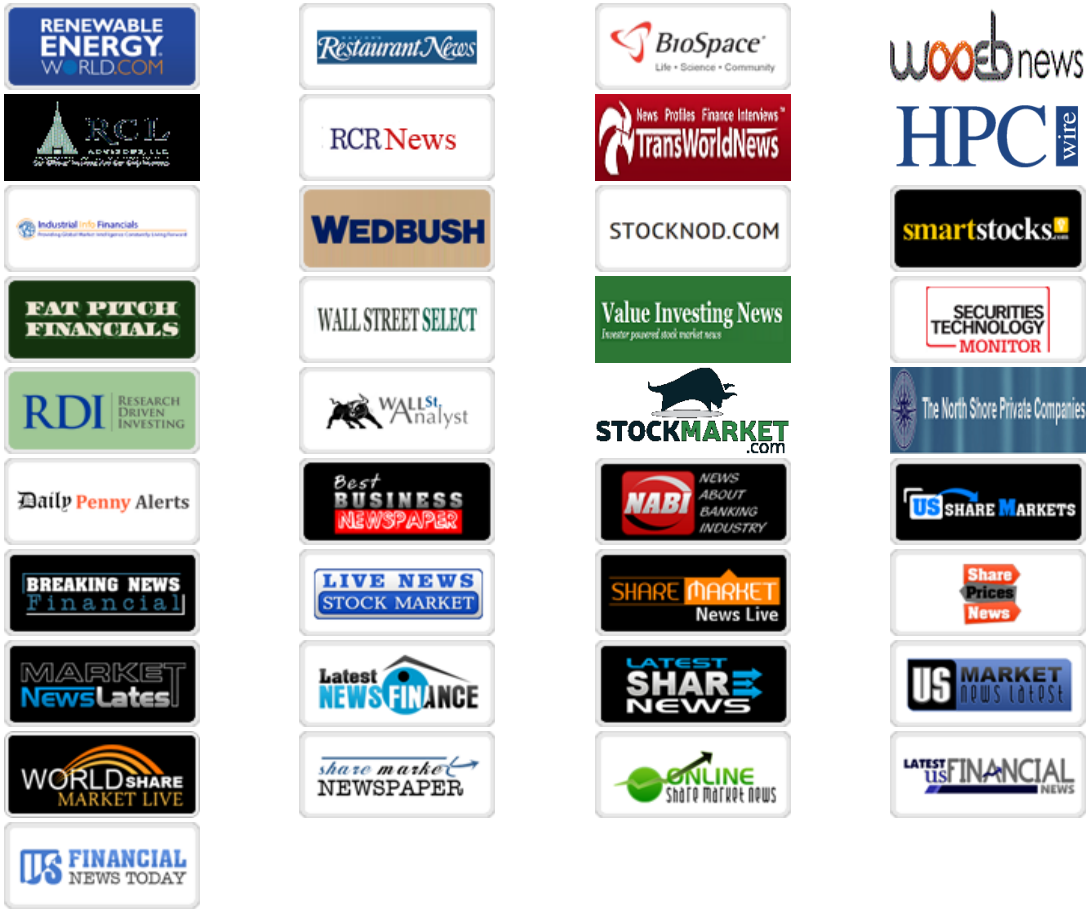
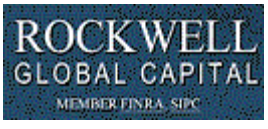
Concho Valley homepage.com
UPMatters.com
yourjax.com
WND UK
The GLOBAL TRIBUNE
the firstdispatch
north American Report
The News Universe
pristine Report
The Atlantic report
CONVERSATION POINT
DAWN REPORTER
THE MOUNTAIN HERALD
US and CANADA REPORT
THE NEWS FIRE
The News Bee
THE NORTHERN EXPRESS
THE Sunrise peak
DOWN SOUTH NEWS
Allstate Journal
TRINITY DIGEST
ORIGINAL VIEW POINT
GLAMAND fashion NEWS
UNIVERSAL NEWS POINT
Harbinger Times
The Morning Lead
tech news Point
Early Morning Herald
morning RELEASE
COASTAL NEWS NOW
Unspoiled NEWS
The News BIRD
AN EYE FOR NEWS
EDITOR SPRIDE .COM
news LIGHT HOUSE
day time REPORT

Industry News Sites



Financial Feeds



Regional & Local News Sites

ALBANY NOW
COLUMBUS NEWS ONLINE
AUSTIN ONLINE
ARIZONA NEWS ONLINE
DESMOINES NEWS DESK
ATLANTA CHRONICLE NEWS
Baton Rouge NEWS REPORTER
CONCORD NEWSNOW
RICHMOND news now
honolulu newsnow
ARKANSAS JOURNAL
CHEYENNE journal
CONNECTICUT CHRONICLE
MINNESOTA HEADLINES
Carson City Headlines
Jefferson city HEADLINES
Helena NEWS HEADLINES
Montpelier JOURNAL
maryland NEWSDESK
DELAWARE News Reporter
MASSACHUSETTS chronicle
BOISE NEWS NOW
Denver News Updates
NEWHAMPSHIRE NEWSONLINE
Augusta Headlines
California News REPORTER
nashville NEWSUPDATES
bismarck news updates
boston newsdesk
Dover NEWS Now
WYOMING NEWS HEADLINES
hawaii news updates
maine news reporter
louisiana newsupdates
HARTFORD NEWS REPORTER
salem news HEADLINES
NEBRASKA news desk
saintpaul chronicle
Columbia News Updates
lansingnews NOW
UTAH HEADLINES
Missouri news Online
LINCOLN NEWS REPORTER
Colorado News Desk
OKLAHOMA NEWS ONLINE
little ROCK chronicle
TRENTON chronicle
topeka MAGAZINE
Charleston News Online
madison Headlines
kentucky NewsDesk
iowanews headlines
PROVIDENCE HEADLINES
PIERRE NEWS HEADLINES
MichiganNEWSUPDATES
sacramento NEWS ONLINE
IDAHO newsupdates
OHIO Newsdesk
VIRGINIA NEWSDESK
WEST virginia CHRONICLE
RALEIGH NEWS NOW
MISSISSIPPI chronicle
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Nevada NEWSREPORTER

Social Media

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National Protective Services Institute
EIN: 27-3418748
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NOTE:
The National Protective Services Institute's primary website is http://www.NPSIonline.net. We currently have an application on file with the Texas Workforce Commission and the Texas Higher Education Coordinating Board for approval to operate an academic school. Until this application is approved, we are not allowed to publicly advertise this website, and it is password protected. For your review, the password is: "Password1234".

The NPSI secondary website is http://www.NPSItraining.com, and is publicly accessible as NPSI already maintains authority from the Texas Department of Public Safety to operate a training school. Once approval is gained to operate an academic school, these websites will be linked.

Part IV, Narrative Description of Your Activities

Using an attachment, describe your past, present, and planned activities in a narrative. If you believe that you have already provided some of this information in response to other parts of this application, you may summarize that information here and refer to the specific parts of the application for supporting details. You may also attach representative copies of newsletters, brochures, or similar documents for supporting details to this narrative. Remember that if this application is approved, it will be open for public inspection. Therefore, your narrative description of activities should be thorough and accurate. Refer to the instructions for information that must be included in your description.

Overview

The National Protective Services Institute (NPSI) is an institution of higher learning specifically structured to train students to attain the important education, training, licensing, and certifications needed to prepare them to work as a protective services professional.

The primary purpose of the National Protective Services Institute is to provide education and training for security, law enforcement, anti-terrorism, emergency management, emergency response services, personal defense, and related fields to help individuals prepare to work in the professional protection field and other related disciplines. Potential directly-related career possibilities for NPSI graduates include Security Operations, Personal Protection Operations, Security Management, Investigations, Anti-Terrorism, Homeland Security, Corrections, Law Enforcement, the Military, and more.

Secondarily, the Institute will offer management assistance, consultation, and research as necessary in these and related disciplines.

Third, the Institute will offer continuing education and training programs to help individuals develop personal defense, emergency preparedness, safety, and related skills.

Last, the Institute will offer any other services, related to the aforementioned purposes, as legally allowed by a nonprofit corporation.

National Protective Services Institute
EIN: 27-3418748
Attachment to IRS Form 1023, Application for Recognition of Exemption

The mission of the National Protective Services Institute is to offer programs, services, and instruction that provide students the ability to become leaders in the professional protective services field. We will strive to fulfill this mission while satisfying prevailing state and federal laws.

NPSI was founded in 2010 in San Antonio, TX as a non-profit corporation under the laws of the State of Texas. Since its founding, NPSI has concentrated primarily on law enforcement, security, and personal defense training. However, development of Certificate Programs, an Associate of Arts Degree, and a Bachelor of Arts Degree in Security Management program took place concurrently, with plans to start offering online academic classes in 2016. Future ambitions include the establishment of a residential education program and campus located in San Antonio, Texas, with degree programs in Security Management, Emergency Management, Criminal Justice, Anti-Terrorism, Cyber-Security, and Homeland Security. The Institute will continue to provide training, consultation, and research once the residential campus is established.

The intended result of these programs is to help graduates have the education and training they need to further their own public safety and security profession(s) and to provide more effective security operations and management that are safer to them, their clients, and the general public.

Education
The National Protective Services Institute provides education in the protective services field through the conduct of online synchronous academic classes, leading to a Certificate, Advanced Certificate, Associate's Degree, or Bachelor's Degree in Security Management. We also provide continuing education on the same or similar topics for protective services professionals. Eventually, certificates and degrees will also be offered in Criminal Justice, Cybersecurity, Anti-Terrorism, Emergency Management, and Homeland Security.

In addition to the formal academic forums, we will take advantage of various social media outlets such as discussion forums, blogs and social networking sites to deliver educational messages. Interviews, articles, and other news will be found on the Institute's website at www.NPSIonline.net under the "News & Events" tab (there is nothing to demonstrate at this time.)

We will eventually chronicle our efforts and activities in a variety of publications to ensure we are educating the public on subjects useful to individuals and beneficial to the community.

Training
NPSI provides a variety of training classes, which are offered to the general public and to specially credentialed individuals or groups. Classes include such topics as Active Shooter Response, First Aid/CPR/AED, Human Trafficking Awareness, Personal Safety and Defense, Security Officer Training, Emergency Preparedness Training, and other similar topics are provided to the general public. Topics such as Anti-Terrorism Driving, Special Weapons And Tactics, and Weapons of Mass Destruction are provided to credentialed individuals or groups (i.e., sworn law enforcement personnel). Training is also conducted by a Mobile Training Team

which will travel to other locales to provide the same, or substantially similar, level of training as provided at the Institute.

Some classes conducted by NPSI are normally free of charge (such as "Surviving the Active Threat" and "Human Trafficking Awareness"), while other classes require tuition. The funds received through the entirety of the corporation's activities will be used exclusively for the charitable purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code and will not be used for personal gains of any sort.

Consultation
NPSI provides consultation to government, non-profit, and for-profit organizations to help them develop emergency action plans, emergency response exercises, vulnerability assessments, threat assessments, and similar activities.

NPSI charges recipients for consultation services. The funds received through the entirety of the corporation's activities will be used exclusively for the charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code and will not be used for personal gains of any sort.

Research
NPSI intends to conduct research related to the protective services field, including, but not limited to, topics related to security management, criminal justice, terrorism, emergency management, emergency services, cybersecurity, and homeland security.

Research will be used to develop strategic defense plans against threats, and to develop education and training programs related to the topic. The intended purpose is to help provide a safer community for all.

Distribution to Other Organizations and Individuals
We do not fundraise for any specific organization and National Protective Services Institute is not organized solely to contribute or fundraise for any specific entity. However, at the discretion of the Board of Directors we may at times, choose to contribute to other organizations who share a similar mission and only if the contributions further our exempt status, with the objective to provide education, training, and research within the protective services realm.

One example of an organization which we may contribute to is the "National Association of School Resource Officers (NASRO)" (EIN 65-0612863), which is a U.S.-based, nonprofit, nonpartisan 501 (c) (3) tax-exempt charitable organization that focuses on providing the highest quality of training to school-based law enforcement officers in order to promote safer schools and safer kids, which shares a similar mission to the National Protective Services Institute. NASRO trains law enforcement personnel to educate, counsel, and protect our school communities.

Another example of an organization which we may contribute to is the "Advanced Law Enforcement Rapid Response Training (ALERRT) Center" in San Marcos, TX. The ALERRT

Center, which is part of Texas State University, was created in 2002 as a partnership between the University, the San Marcos Police Department and the Hays County Sheriff's Office to address the need for active shooter response training for first responders. The ALERRT Center has trained more than 70,000 police officers nationwide in dynamic, force-on-force scenario-based training.

The National Protective Services Institute may exercise its right under law to contribute to non 501 (c) (3) organizations only on the condition that the Institute retains control over the use of the funds and maintaining records showing that the funds are used for exclusively charitable purposes in accordance to our mission.

Programs for Volunteers
At times, per the discretion of the Board of Directors, we may provide internships or volunteer opportunities which will provide opportunities for involvement in educational activities and programs in order to have a greater impact for change. One of the activities that volunteers may be involved in is teaching basic education on topics such as personal safety, school safety, office and residential security, and other similar topics. Many such activities will be free of charge to participants and will not include compensation to the volunteers.

Multimedia
It is our goal to bring awareness from every medium possible and this does not exclude documentaries and photos of our classes, activities, projects, and programs. By documenting and reporting our efforts we intend to broaden our outreach. These multimedia features will be recorded during the aforementioned activities and will generally be available to the public.

Foreign Activities
Our foreign activities can be summed up into one category: educational programs. Foreign educational programs will include our efforts to provide online classes, educational based lectures, slideshows, and in-field training and instruction as has been detailed in our Narrative of our Activities subtitled: Education.

Please Note:

- Section 1.501(c)(3)-1(d)(2) of the Income Tax Regulations states that the term "charitable" is used in section 501(c)(3) of the Code in its generally accepted legal sense and includes the advancement of education.

- Section 1.501(c)(3)-1(d)(3)(i)(a) of the regulations states that the term educational, as used in IRC 501(c)(3), relates to the instruction or training of the individual for the purpose of improving or developing his capabilities or the instruction of the public on subjects useful to the individual and beneficial to the community.

- Example 2 in Section 1.501(c)(3)-1(d)(3)(ii) of the regulations, makes it clear that "An organization whose activities consist of presenting public discussion groups, forums, panels, lectures, or other similar programs," is educational.

- Section 501(c)(3) of the Internal Revenue Code provides tax exemption for organizations organized and operated exclusively for charitable and/or educational purposes.

Financial Information
The sources of the Institute's income derive from tuition paid, services performed, personal resources, and public donations. Additional income sources will include grants, sponsorship, and fundraising. The Corporation disposes its income through the decisions made by its Board of Directors or through the decisions of the duly elected Treasurer, whose power to pay expenses is set out by the Board or the Corporation's By-Laws in accordance with the Corporation's purpose. Expenses paid by the Corporation include, but are not limited to: Faculty and staff salaries and associated costs, office lease, office management requirements (supplies, phone, fax, etc.), equipment purchases and rentals, insurance premiums, internet web site fees, Learning Management System proprietary fees and hosting fees, publications, advertising, and miscellaneous Board expenses.

Part V, Compensation and Other Financial Arrangements with your Officers, Directors, Trustees, Employees, and Independent Contractors

Line 1a. List the names, titles, and mailing addresses of all your officers, directors, and trustees. For each person listed, state their total annual compensation for all services to the organization whether as an officer, employee, or other position.
NOTE: Members of the Board are not paid for their duties. Two of the Officers (President and Treasurer) are NOT Board Members, and are full-time employees. They are paid for their full-time duties. The Secretary is also a Member of the Board, and is not paid.

Name	Title	Mailing Address	Avg. Hours	Annual Compensation
David L. Barnes	Member, Board of Directors and Secretary	PO Box 782016 San Antonio, TX 78278	16/month	None
Jon Guba	Member, Board of Directors	PO Box 782016 San Antonio, TX 78278	16/month	None
Mark Hammargren	Member, Board of Directors	PO Box 782016 San Antonio, TX 78278	16/month	None
Kyle Jenkins	Member, Board of Directors	PO Box 782016 San Antonio, TX 78278	16/month	None
Joe Oglesby	Member, Board of Directors	PO Box 782016 San Antonio, TX 78278	16/month	None
Craig Porter	Member, Board of Directors	PO Box 782016 San Antonio, TX 78278	16/month	None
Amanda Wilhelm	Member, Board of Directors	PO Box 782016 San Antonio, TX 78278	16/month	None

Jason McLendon	Officer/President & Director of Education	PO Box 782016 San Antonio, TX 78278	40/week	$60,000
Ken Lewis	Officer/Treasurer & Director of Training	PO Box 782016 San Antonio, TX 78278	40/week	$48,000
			Total	**$108,000**

Line 2a. Are any of your officers, directors, or trustees related to each other through family or business relationships? If yes, identify the individuals and explain the relationship.

Yes (similar answer to Part V, Line 3b). Two Officers in the Corporation are related through a business relationship. Jason McLendon, President of NPSI, is also the sole owner of a for-profit company called National Protective Services, LLC (EIN: 26-2713802). Ken Lewis, Treasurer of NPSI, is a private investigator and security consultant with National Protective Services, LLC. This company provides operational security services, including burglar alarm services, security officer services, and other related security offerings. NPSI does not intend to conduct business with National Protective Services, however, should any agreements be made, they will be made using the attached Conflict of Interest Policy, and any relationships will be developed using arm's length bargaining. If business is conducted with National Protective Services, it will be in the best interest of NPSI to do so, and it will have been determined that a conflict of interest does not exist.

Line 3a. For each of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c, attach a list showing their name, qualifications, average hours worked, and duties.

The only known compensated personnel at this time are full-time employees Jason McLendon (President/Director of Education) and Ken Lewis (Treasurer/Director of Training). Faculty and staff members will also be paid once they are hired. Pay will not be received until the school is in operation. Annual compensations amounts are projected. As the college grows, incomes will grow to be on par with similar positions in similarly situated organizations.

***Barnes, David L**. MBA. Board Member and Secretary. AA, Applied Science (Vincennes University). BA, Information Technology Management (American Military University). MBA, Business Administration (Wayland Baptist University). Average number of hours worked is 16 per month.*

David L. Barnes has extensive experience in the protective environment, including serving in law enforcement, security, emergency management, physical security, and anti-terrorism positions. He served and retired as a senior non-commissioned officer in the U.S. Army for over 20 years. He is nationally recognized as a subject matter expert in the training and use of law enforcement/security canines, including serving as the program manager for the world-wide US Army Installation Management Command canine program. Mr. Barnes is an experienced patrolman, canine handler, and traffic accident investigator with in-depth knowledge and experience developing curriculum and teaching both academic and hands-on instruction,

including serving as faculty within the Department of Defense. He has served as a Board Member for several national organizations.

Guba, Jon. *MBA. Board Member. BS, Criminal Justice (Columbia Southern University). BA, Safety (University of Alabama). MS, Occupational Safety and Health (Columbia Southern University). MBA, Project Management (University of Alabama). Average number of hours worked is 16 per month.*

Jon Guba is a retired US Army Military Police non-commissioned officer who served on active duty for 22 years. During his military career, he served in numerous positions, including, but not limited to, patrolman, investigator, physical security specialist, Anti-Terrorism Officer and tactical training instructor. He provides security consultation services as a member of an all-hazards threat and vulnerability assessment team, providing security advice to high-level governmental officials regarding their programs, plans, policies, and procedures. Mr. Guba has extensive experience as a faculty member teaching for both government and university programs, and is a recognized law enforcement and physical security subject matter expert.

Hammargren, Mark, BA. *Board Member. BA, Business Administration/Homeland Security (Northcentral University). Average number of hours worked is 16 per month.*

Mr. Hammargren recently retired from Battelle Memorial Institute as the Manager for Battelle's Critical Infrastructure and Government Facilities Business Line. Mark's Government Facilities team delivers product centered/technical solutions that addresses the full spectrum of customer needs in the areas of: Organizational Resiliency, Physical Security, Law Enforcement and Asset Protection, Integrated/All-Hazard planning and analysis support, Strategic and Analytical support for protection focused technology identification and integration, and Security and Emergency Management planning and policy support.

Mark retired from the United States Navy in 2002 as a Lieutenant Commander after serving 26 years of active duty service. Mark is Board Certified as a Certified Protection Professional (CPP) through the ASIS International and presently serves ASIS International as a volunteer leader in the position as the Private Sector Co-Chair of the Military Liaison Council. Mark is a graduate of California South Bay Reserve Police Academy; and holds Bachelors in Business Administration and specialization in Homeland Security from Northcentral University. In addition to Mark's Navy career, he served as a Reserve Police Officer for the City of Hermosa Beach, CA from 1986 - 1989. Mark is considered a subject matter expert in Security Management, Antiterrorism, Physical Security and Loss Prevention, Law Enforcement, Emergency Management, and CBRN Defense with a combined 38 years military and civilian experience.

Jenkins, Kyle. *PhD. Board member. BS, Health Care Management (Touro University). MS, Emergency and Disaster Management (Touro University). PhD, Public Health (Walden University). Average number of hours worked is 16 per month.*

Kyle Jenkins is a retired US Army 1st Sergeant, with service as a medical specialist, recruiter, and instructor. Dr. Jenkins served in numerous capacities throughout his military career, including multiple emergency medicine and clinical positions, recruiting positions, and training instructor positions. In addition, he received training and served in areas involving anti-terrorism, physical security, security management, hazardous materials, and chemical, biological, radiological, nuclear, and explosives response. Dr. Jenkins currently serves in the Provost Marshal Office of a major US Army command. Dr. Jenkins is a subject matter expert in Public Health.

Lewis, Ken. *MBA. Treasurer. AA, Security Administration (Community College of the Air Force). BS, Occupational Education (Wayland Baptist University). MBA, Business Administration (Our Lady of the Lake University). Average number of hours worked is 40 per week.*

Ken Lewis is a Range Master, Firearms Instructor, NRA Training Counselor, Training and Range Consultant, a college professor with active security, military and law enforcement experience, and formerly a National Shooting Sports Foundation Range Action Specialist. His experience includes working with numerous employers and enterprise-level corporate customers to manage and minimize risk through the application of periodic assessments, intelligence, and threat management techniques. After retiring from 24 years in the US Air Force, and prior to joining the National Protective team, he was the Range Program Manager at UXB International Inc. and Concept Planner with AMEC Earth and Environmental. Mr. Lewis is the principle operational adviser in development of RATPAC™. He has held leadership and management doctrine positions, and worked a broad range of specialties throughout his career, e.g. communication systems, facility maintenance, law enforcement/security, Emergency Service Teams (SWAT), small arms training and repair, and instructing/teaching intellectual and mechanical skills. Mr. Lewis has extensive experience in project and program management. Noted speaker, writer and an Eagle Scout, he is a member of the NRA-Life, TCHA-Life, TSRA, IALEFI, ILEETA, NSSF, and SAME. He holds an A.A. in Security Administration from the Community College of the Air Force, an A.A. in Business Management from Wayland Baptist University, a B.S. in Occupational Education from Wayland Baptist University, and a Master of Business Administration from Our Lady of the Lake University.

McLendon, Jason. *MA, CPP. President. BS, Justice and Public Safety/Security Administration (Auburn University at Montgomery). MA, Business and Organizational Security Management (Webster University). Average number of hours worked is 40 per week.*

Jason McLendon has served as faculty at San Antonio College and Webster University, and has extensive experience developing curriculum and teaching academic and training classes in law enforcement, security management, emergency management, and anti-terrorism. As a commissioned officer in the U.S. military and as a civilian, Mr. McLendon has served as an Anti-Terrorism Officer as well as a law enforcement officer and security specialist. He has been responsible for anti-terrorism and protective programs in the United States as well as in high-threat theaters of operations overseas, including managing the training of personnel, developing plans and programs, and conducting threat and vulnerability assessments. He has also been

responsible for the security of U.S. military nuclear assets as well as serving as the commander of a military Special Weapons and Tactics (SWAT) Team. During this time, Mr. McLendon also received extensive protective services training and served as an anti-terrorism instructor.

Mr. McLendon's experience in the field includes serving as a police officer at federal, municipal and county levels, working with several contract security agencies in both line and staff positions, working as a Protective Services Specialist (bodyguard), working as a private investigator, and serving as an Emergency Medical Technician. He is a protective services instructor, anti-terrorism driving instructor, first aid/CPR instructor, defensive tactics/baton/OC instructor, firearms instructor, less-lethal weapons instructor, martial arts instructor, hostage negotiator, TASER instructor, CBRNE-H instructor, Active Shooter/Active Killer instructor, and hazardous materials technician, to name a few. He holds a Bachelor's Degree from Auburn University at Montgomery in Justice and Public Safety with a specialization in the area of Security Administration, and a Master's Degree from Webster University in Business and Organizational Security Management. Mr. McLendon also holds the coveted Certified Protection Professional designation from the American Society for Industrial Security. Mr. McLendon is an Eagle Scout and currently serves as a BSA adult leader.

***Oglesby, Joe**. MS, CEM, CBCP. Board Member. BS, Health Sciences (Touro University). MS, Emergency and Disaster Management (Touro University). Average number of hours worked is 16 per month.*

Joseph B. Oglesby is a Certified Emergency Manager (CEM) from the International Association of Emergency Managers, as well as a Certified Business Continuity Professional (CBCP) from the Disaster Recovery Institute. Mr. Oglesby is a designated Master Training Specialist from the U.S. Navy, and is a current FEMA Emergency Management Institute (EMI) Incident Command System (ICS) Master Instructor.

Mr. Oglesby has extensive experience in emergency operations. He responded to Japan for Operation Tomodachi in support of the March 2011 Earthquake, Tsunami, and Nuclear Reactor incident, providing Subject Matter Expertise for Navy Operation Centers and Radiological guidance for retrograde and decontamination of equipment, personnel and parts. He worked with JTF-519, JTF-505, and US Forces Japan on planning and coordination for Navy Installations in direct support of Foreign Humanitarian Assistance/Disaster Relief and Consequence Management. As the Navy Region South, Regional Emergency Manager, he responded to Hurricane Katrina and Rita and led the Regional Operations Center during the Response and Recovery phases for 2 Naval Installations where he was responsible for coordinating evacuations, personnel accountability actions, supporting Defense Support of Civil Authorities (DSCA) mission assignments, and management of extensive long-term Disaster Recovery. During the response, he also served as a liaison to the Joint Task Forces supporting DSCA missions, including provided short term and long term continuity recovery planning as well as continued management of recovery efforts to the affected Naval Installations. Mr. Oglesby is a Service Disabled Veteran Owned Small Business (SDVOSB) Owner of All Hazards Resiliency Group (AHRG), LLC.

Porter, Craig. *MS. Board Member. BA, Mathematics/Physics (University of South Dakota). MS, Mathematics/Statistics (Montana State University). Average number of hours worked is 16 per month.*

Craig Porter has participated in Post Graduate Studies at the University of Iowa and Wright State University, and served as an adjunct faculty member for several colleges. Mr. Porter is a National Sporting Clays Association (NSCA) Level 3 coach and has been coaching shotgunners for over 25 years. He is also on the National Rifle Association (NRA)/USA Shooting National Coach Development Staff for Shotgun as well as a NRA/USA Shooting National Advanced Certified Shotgun Coach. He has extensive experience with competitive shooting and has managed over 50 tournaments including the Texas State Sporting Clays shoot. He is a NRA Chief Range Safety Officer (CRSO), Refuse to Be a Victim® instructor, and a NRA Training Counselor. In addition to managing competitive shoots, he has conducted shooting schools for both Remington and Beretta.

Mr. Porter has over forty years of experience in weapon effects modeling, Soldier Systems modeling and analysis, and Counter-Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) systems development. At the Defense Advanced Research Project Agency (DARPA), Mr. Porter developed distributed systems for training a wide variety of combat functions and developed the concept of operations for the US Air Force, US Army, and US Marines. Mr. Porter is a past Director of the Military Operations Research Society and a recipient of that organization's Barchi and Rist prizes. While on active duty in the U.S. Army, he was an instructor at the Field Artillery School, Ft. Sill, OK, Division Ammunition Officer 2nd Infantry Division and an Operations Research Officer supporting weapons development at Rock Island Arsenal. Mr. Porter is a life member of the ACM (Association for Computing Machinery), a Benefactor NRA life member, and is also a life member of the ATA, NSCA, NSSA, and TSRA. Mr. Porter is currently CEO of Defense Sciences Inc., a company which specializes in Counter-CBRNE and Modeling and Simulation and currently supports the Defense Threat Reduction Agency and the Air Force.

Wilhelm, Amanda. *JD, Board Member. BS, Finance (Oklahoma State University). JD, Law (Oklahoma City University School of Law). Average number of hours worked is 16 per month.*

Amanda Wilhelm is an experienced attorney with a passion for helping others. Her area of expertise is family law, including custody disputes. As a former Child Protective Services case worker, she witnessed the best and worst of highly-charged, complex and emotional children and family issues. She is dedicated to serving the best interest of her clients and the children involved. Ms. Wilhelm is licensed to practice in both Texas and Hawaii, and is the principal of Wilhelm Law Firm, PLLC. Ms. Wilhelm brings a non-protective services-related perspective to NPSI activities and programs.

Line 3b. Do any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c receive compensation from any other organizations, whether tax exempt or taxable, that are related to

you through common control? If "Yes," identify the individuals, explain the relationship between you and the other organization, and describe the compensation arrangement.

Yes, two Officers in the Corporation receive compensation from a taxable organization which is related through common control. Jason McLendon, President of NPSI, is also the sole owner of a for-profit company called National Protective Services, LLC (EIN: 26-2713802). Ken Lewis, Treasurer of NPSI, is a private investigator and security consultant with National Protective Services, LLC. This company provides operational security services, including burglar alarm services, security officer services, and other related security offerings. NPSI does not intend to conduct business with National Protective Services, however, should any agreements be made, they will be made using the attached Conflict of Interest Policy, and any relationships will be developed using arm's length bargaining. If business is conducted with National Protective Services, it will be in the best interest of NPSI to do so, and it will have been determined that a conflict of interest does not exist.

Line 5a. Have you adopted a conflict of interest policy consistent with the sample conflict of interest policy in Appendix A to the instructions? If "Yes," provide a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board.

The Conflict of Interest Policy was adopted by the Board of Directors on September 19, 2015 and is attached.

Part VI, Your Members and Other Individuals and Organizations that Receive Benefits from You.

Line 1a. In carrying out your exempt purposes, do you provide goods, services, or funds to individuals?

NPSI currently provides goods, services, or funds in the form of training, and will in the future provide goods, services, or funds in the form of education to individuals through our academic certificate programs, our academic degree programs, our continuing education programs (i.e., "Ethics and Professionalism" classes), our community training programs (i.e., First Aid/CPR/AED), and our specialty training programs (i.e., Law Enforcement-specific training). In the future, funds may be provided in the form of scholarships and/or grants (a program for scholarships or loans does not exist at this time).

Any individuals receiving scholarships or grants (in the future) will be selected in accordance with the NPSI Nondiscrimination Policy, which says:
"The National Protective Services Institute admits students and provides employment to individuals of any race, color, national and ethnic origin, creed, religion, age, gender, sexual orientation, political affiliation, physical disability, or veteran status. It does not discriminate in any of these categories in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs, and provides all the rights, privileges, programs, and activities to all students generally accorded or made available to any students at the school."

The individuals and organizations are not known ahead of time, and specifically at the time of preparing this application.

Line 1b. In carrying out your exempt purposes, do you provide goods, services, or funds to organizations?

NPSI has and will also provide goods, services, or funds in the form of education, training, and consulting to organizations. Organizations may be provided educational programs (i.e., lecture series on security awareness), training courses (i.e., "Planning for the Active Threat," First Aid/CPR/AED, etc.), and consulting (i.e., Emergency Action Plan development).

These organizations will be selected in accordance with the NPSI Nondiscrimination Policy. The individuals and organizations are not known ahead of time, and specifically at the time of preparing this application.

Part VII, Your History

NPSI was incorporated as a non-profit corporation in the State of Texas in 2010, with a goal to eventually become an academic degree-granting institution. Since its inception, NPSI has provided a multitude of classes in the protective field, concentrating primarily on law enforcement, security, emergency response, and personal defense training. As a Texas non-profit, NPSI has provided numerous classes to "give back" to the community, including free or low-cost first aid training, active shooter training, human trafficking awareness classes, and self-defense and assault prevention classes.

While in operation teaching these training classes, the concurrent development of the academic Certificate Programs, Associate of Arts Degree, and Bachelor of Arts Degree in Security Management program was taking place, with plans to start offering online classes in the Spring of 2016. Future ambitions include the establishment of a residential education program located in San Antonio, Texas, with degree programs in Security Management, Emergency Management, Criminal Justice, Anti-Terrorism, Cyber-Security, Homeland Security, and other related degrees.

NPSI is submitting this Application for Exemption more than 27 months after the original formation of the entity. The purpose and mission of NPSI have remained the same since its formation, however, the last five years have been spent developing curriculum, developing academic programs, reviewing textbooks, researching Learning Management Systems, and other such preparation for the establishment of a bona fide college degree program. While NPSI has provided training, there has been very little income so far, and no legitimate need to request exemption from income taxes or financial support from the public. At the time of this application, NPSI is concurrently submitting for approval to operate as a degree-granting institute in the State of Texas, and the time is appropriate for requesting exempt status under Section 501 (c) (3) of the Internal Revenue Code. NPSI believes the decision to wait to request exemption until properly prepared, and necessary, was the responsible decision.

Part VIII, Your Specific Activities

Line 2a. Do you attempt to influence legislation? If "Yes," explain how you attempt to influence legislation and complete line 2b.

Yes. While our purpose is not to influence legislation, we may attempt to do so in matters which pertain to our stated purposes, and which pertain to our ability to provide quality education and training. Any legislative efforts which take place shall only be in furtherance of exempt purposes and as allowable by law.

Line 2b. Have you made or are you making an election to have your legislative activities measured by expenditures by filing Form 5768? If "Yes," attach a copy of the Form 5768 that was already filed or attach a completed Form 5768 that you are filing with this application. If "No," describe whether your attempts to influence legislation are a substantial part of your activities. Include the time and money spent on your attempts to influence legislation as compared to your total activities.

No. We have not yet spent any volunteer time or any part of our budget to influence legislation. Our legislative activities will always be "insubstantial" and less than 2% of our volunteer time and expenses, if we decide to do so. Currently we have no plans or program in place to undertake such activities.

Line 3a. Do you or will you operate bingo or gaming activities?

We will not operate bingo but may utilize raffle games in our annual banquet fundraisers or at times on the Institute's website.

An example of this activity would be offering 50/50 raffle games at our fundraising banquets and auctions. The participants will buy tickets of set value (e.g. $1) and with each ticket; they would have one chance of winning half of the pot at the end of the event. The other half of the pot will go towards the fundraising goal. Participants will generally donate their winnings back to the pot to be used toward the event's goal.

There will be no compensation of any sort for volunteers who carry on or help with these activities and all income and expenses will be documented as they occur.

Line 3c. List the states and local jurisdictions, including Indian Reservations, in which you conduct or will conduct gaming or bingo.

In general, we anticipate holding our banquets in State of Texas and so the gaming activities related to such events. If the event would be held outside of the state of Texas, we will observe and comply with all applicable Federal and State laws in carrying on such activities and that holds true for all 50 states of the United States.

Line 4a. Do you or will you undertake fundraising? If "Yes," check all the fundraising programs you do or will conduct. Attach a description of each fundraising program.

"Yes" to the following:
Mail solicitations, phone solicitations, email solicitation, personal solicitation, foundation grant solicitations, vehicles, accept donations on your website, government grant solicitation, and other.

Mail Solicitations

We will be sending fundraising letters to businesses and individuals at least annually to request that they donate funds to support the National Protective Services Institute or to be cordially invited to attend our annual fundraising banquet and auction.

Phone Solicitation

We will be fundraising by telephone solicitation. It involves calling prospective or existing donors and alumni and asking for support.

Email Solicitation

We will be utilizing internet solicitation methods, including but not limited to email, social media contacts and other mediums.

Personal Solicitation

We will be fundraising by approaching a broad spectrum of entities and individuals in person to share the mission of the National Protective Services Institute and seek public support.

Foundation Grant Solicitations

We will be applying for private or public foundation grants. We have no current arrangement for this method at this time.

Vehicle, Boat, Plane, or Similar Donations

We will solicit and accept in-kind donations with the intent of using the vehicles or similar items for the Institute's mission such as using them for vehicle training and or selling them to use the funds towards the Institute's mission.

Accept Donations on Your Website

We do accept donations on our website. This function will be accessible through a "donate" tab on the website of the Institute (www.NPSIonline.net). The payments will be processed by PayPal, Inc. (or similar payment gateway) and be directed to an Institute bank account specifically used for fundraising.

Government Grant Solicitations

We will be applying for government grants to provide education, training, and/or research with the protective services field. These grants would pay, for example, for research conducted on methodology to help prevent terrorist activities. We have no current arrangement for this method at this time.

Other

Slideshows and Lectures. We will be accepting donations during our training presentations and lectures outside the formal educational environment. (Please see the Narrative of our Activities for further information regarding this activity.)

Small Scale Fundraising Events. At times we will be holding small-scale fundraising events. The work performed for such events shall be "Volunteer Labor" and without compensation. The material used for such events shall only come from gifts or contributed products. Volunteer charity bake sale or BBQ would be an example.

Banquets and Auctions. We will also be holding at least one fundraising banquet and auction annually. All auction items will be from the gifts or contributed merchandise and all the work performed for such events shall be volunteer labor and without compensation.

Web-related Donations. We may make arrangements with commercial organizations for donations based on sales referrals. For example, some web sites (such as Amazon.com) allow non-profit organizations to receive donations for sales which were referred from their web site. Some local businesses in our area might also make such offers to non-profit organizations. We would only consider this for items and services related to our organization's activities and topics (e.g., books on security, terrorism, law enforcement, personal protection, etc.). We currently have no specific plans or contracts, but it's prudent to mention the possibility.

Sale of Merchandise. We will have shirts, hats, mugs and similar items available through our website or another which will bear our logo. We fully understand the profit from the sales of this merchandise is not tax exempt. Regardless, the revenue from this activity is anticipated to be insubstantial. An online store to provide these types of items can be found at: http://npsi.qbstores.com/.

Line 4b. Do you or will you have written or oral contract with any individuals organizations to raise funds for you?

We do not anticipate establishing contracts with any individuals or organizations to raise funds for the Institute. However, we may establish such contracts for specific purposes which are allowable as a 501(c)3 organization. We do not have any specific plans to do so at this time.

Line 4c. Do you or will you engage in fundraising activities for other organizations?

No. We do not fundraise for any specific organization and the National Protective Services Institute is not organized solely to contribute or fundraise for any specific entity. However, at the discretion of the Board of Directors we may at times, choose to contribute to other 501 (c)(3) organizations which share a similar mission and only if the contributions further our exempt status. (Please see the Narrative of our Activities for more information regarding how we contribute to other organizations.)

Line 4d. List all states and local jurisdictions in which you conduct fundraising. For each state or local jurisdiction listed, specify whether you fundraise for your own organization, you fundraise for another organization, or another organization fundraises for you.

The National Protective Services Institute is primarily based in the state of Texas, however, we will engage in fundraising in all 50 states of the United States whether via internet solicitation, mail-outs, banquets or other activities such as presentations and mobile training teams. For more information about these activities please refer to the Narrative of Our Activities.

We will not raise funds for other organizations; No other organization will raise funds for us (other than possible contract with professional fundraising organizations) and we will only fundraise for ourselves. This rule holds true for all 50 States of the United States.

Line 4e. Do you or will you maintain separate accounts for any contributor under which the contributor has the right to advise on the use or distribution of funds?

We do not anticipate soliciting contributions where the donor has the right to advise how to use or distribute the funds. However, we will comply with and recognize special requests, notes, terms and conditions which are specified by contributors and will maintain a separate account for that specific donation. An example of this rule is foundation grants. There may be situations whereby we solicit a foundation grant for a specific purpose; (e.g. education) and in those cases the grant, if awarded, will probably have restrictions on the activities it can support. Honoring those terms is inherent in the grant application process.

Line 10. Do you, or will you publish, own, or have rights in music literature, tapes, artworks, choreography, scientific discoveries, or other intellectual property?

The Institute will own the rights to all works, inventions, developments and discoveries (herein referred to as "work" or "works") created by employees within the scope of their employment (including students working for the Institute) or whose creation involves the substantial use of Institute equipment, services, or resources. This includes any patentable invention, computer-related software, databases, web-based learning, and related materials. A methodology for fees, production, distribution, and marketing has not yet been determined.

Line 11. Do you or will you accept contributions of: real property; conservation easements; closely held securities; intellectual property such as patents, trademarks, and copyrights; works of music or art; licenses; royalties; automobiles, boats, planes, or other vehicles; or collectibles of any type?

We may accept contributions of: real property; closely held securities; intellectual property such as patents, trademarks, and copyrights; works of music or art; licenses; royalties; automobiles, boats, planes, or other vehicles; or collectibles of any type if said contributions further the purposes of the Institute. We will not accept donations if any conditions imposed by the donor on the contribution limit the Institute's ability to achieve its purposes or force the Institute to conduct activities that are not in furtherance of 501(c)(3) purposes. We will ensure that donations are accepted in accordance with 501(c)(3) regulations and we will properly determine fair market value according to IRS Publication 561. We currently have no specific plans, but it's prudent to mention the possibility.

Line 12a. Do you or will you operate in a foreign country or countries?

Answers to 12a, b, c and d are as follows:

It is the mission, duty and purpose of the National Protective Services Institute to offer programs, services, and instruction that provide students the ability to become leaders in the professional protective services field regardless of their geographical position. Therefore, the Institute may operate in any country and any region in any country around the world where we may fulfill our mission and further our exempt status. The Institute will obtain any required permits or permissions from the respective governments of any country we may operate in as required by law. This includes complying with the sanctions, embargoes, and other restrictions imposed by the United Sates government to such countries. For detailed information regarding our foreign activities please refer to the section of our Narrative of our Activities titled: Foreign activities. We may work closely[1] with other non-profit and non-governmental organizations who are active participants in the same fields. This will allow us to further our exempt status by providing education, training, consultation, and research in a timely and effective manner.

([1]**Note:** Working closely with other organizations does not constitute a "Close Connection" as it is defined on page 11, line 15 of the IRS publication of instruction for Form 1023. It merely refers to exchange of information, non-financial data, suggestions and advices on locations and ways to address and direct the focus based on up-to-date information.)

Please Note: Rev. Rul. 71-460, 1971-2 C.B. 231

- "A domestic corporation that conducts a part or all of its charitable activities in a foreign country is not precluded from exemption under section 501(c)(3) of the Code. A domestic corporation that is otherwise exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 carries on part of its charitable activities in foreign countries. Held, since its activities are charitable within the meaning of section 501(c)(3) of the Code when carried on within the United States, the conduct of such activities elsewhere does not preclude the organization from qualifying as an exempt organization under that section.
- The same conclusion applies if all of its charitable activities are carried on in foreign countries. With respect to deductibility of contributions to the organization under section

170 of the Code, see Revenue Ruling 63-252, C.B. 1963-2, 101 and Revenue Ruling 66-79, C.B. 1966-1, 48."

Line 13a. Do you or will you make grants, loans, or other distributions to organization(s)?

We do not offer or provide grants or loans to other organizations. Distributions to other organizations will be documented with copies of receipts, letters or other relevant documents. According to our bylaws, any distribution would have to be approved by the Board of Directors. The method of approval would be documented. Distributions to organizations have not yet occurred since the incorporation.

Please Note: Rev. Rul. 68-489, 1968-2 C.B. 210

- An organization will not jeopardize its exemption under section 501(c)(3) of the Code, even though it distributes funds to nonexempt organizations, provided it retains control and discretion over use of the funds for section 501(c)(3) purposes.
- An organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 distributed part of its funds to organizations not themselves exempt under that provision. The exempt organization ensured use of the funds for section 501(c)(3) purposes by limiting distributions to specific projects that are in furtherance of its own exempt purposes. It retains control and discretion as to the use of the funds and maintains records establishing that the funds were used for section 501(c)(3) purposes. Held, the distributions did not jeopardize the organization's exemption under section 501(c)(3) of the Code.

Line 13b. Describe how your grants, loans, or other distributions to organizations further your exempt purposes.

We do not offer or provide loans or grants to other organizations. Our contributions to other organizations will only include funds necessary to carry on our mission as it has been described in the Narrative of our Activities. These contributions would be funds donated to other organizations which are active in the field and provide education, training, research, or consultation within the protective services field in a more timely and effective way than the Institute would be able to at that given time. The Board of Directors will conduct due diligence and maintain control of any funds contributed to any organizations regardless of their exempt status and will comply with all applicable laws and guidelines to further our exempt status.

Line 13c. Do you have written contracts with each of these organizations?

If NPSI does make contributions to other organizations, a written contract will be utilized to ensure any distributions are only used to further our exempt status. We do not have an example of this contract at this time; it shall be developed with appropriate legal oversight should NPSI endeavor to provide distributions to other organizations.

Line 13d. Identify each recipient organization and any relationship between you and the recipient organization.

At this time, the Institute has no relationship with any recipient organizations, nor are there any current plans in progress to establish such relationships. Therefore, we cannot list any organizations or relationships. Should there be any attempts to establish relationships in the future, the Institute will act with due diligence and in full accordance of any laws and requirements governing this Corporation.

Line 13e. Describe the records you keep with respect to the grants, loans, or other distributions you make.

At this time, the Institute does not have a mechanism for keeping records for these activities, as we do not currently make grants, loans, or other distributions. Should we begin to do so, a process will be developed which will follow legal, ethical, and moral guidelines to ensure appropriate record keeping is accomplished with transparency.

Line 13f. Describe your selection process.

At this time, the Institute does not have a selection process as we do not currently make grants, loans, or other distributions. Should we begin to do so, a process will be developed which will follow legal, ethical, and moral guidelines to ensure appropriate selections are accomplished which further our exempt purposes, to include the use of an application of appropriate.

Line 13g. Describe your procedures for oversight of distributions that assure you the resources are used to further your exempt purposes, including whether you require periodic and final reports on the use of the resources.

At this time, the Institute does not have procedures for oversight of distributions as we do not currently make grants, loans, or other distributions. Should we begin to do so, procedures will be developed which will follow legal, ethical, and moral guidelines to ensure appropriate oversight is accomplished and resources are used to further our exempt purposes.

Line 14a. Do you or will you make grants, loans, or other distributions to foreign organizations?

We do not offer or provide grants or loans to any foreign or domestic organizations. If we decide that a contribution or distribution is necessary to fulfill our mission and our duty to further our exempt status, we will contribute at the discretion of the Board of Directors to foreign organizations. An example would be contributing to an organization that is providing research information to assist law enforcement agencies with human trafficking response. If we decide to contribute to such an institution, we will stipulate how the funds shall be used and will require the recipient to provide us with detailed records and financial proof of how the funds were utilized.

Although adherence and compliance with the US Department of the Treasury's publication the "Voluntary Best Practice for US. Based Charities" is not mandatory, we the Directors of the National Protective Services Institute willfully and voluntarily recognize and put to practice these guidelines and suggestions to reduce, develop, re-evaluate and strengthen a risk-based approach to guard against the threat of diversion of charitable funds or exploitation of charitable activity by terrorist organizations and their support networks.

We also comply and put to practice the federal guidelines, suggestion, laws and limitation set forth by pre-existing U.S. legal requirements related to combating terrorist financing, which include, but are not limited to, various sanctions programs administered by the Office of Foreign Assets Control (OFAC) in regard to our foreign activities.

Line 14b. Provide the name of each foreign organization, the country and regions within a country in which each foreign organization operates, and describe any relationship you have with each foreign organization.

At this time, the Institute has no relationship with any foreign organizations, nor are there any current plans in progress to establish such relationships. Therefore, we cannot list any countries or regions right now. That is not to say that it is not our intent to possibly establish a relationship with a foreign organization in the future but specific organizations and countries have not been identified at this time. Should there be any attempts to establish relationships in the future, the Institute will act with due diligence and in full accordance of any laws and requirements governing this Corporation.

Line 14c. Does any foreign organization listed in line 14b accept contributions earmarked for a specific country or specific organization?

As mentioned above, we have no relationship with any foreign organizations, hence there are no organizations to list from line 14b. Furthermore, if we were to contribute to any foreign organizations in the future, we would not contribute to any organizations that specify, earmark or require that any part of our contributions be out of our control or in any way to be directed to any other organization other than the recipient(s) or organization(s) originally selected by the Institute. We will maintain full control of the contributed funds at all times with records and receipts, and if available, with supervision of trusted individuals in the field.

Line 14d. Do your contributors know that you have ultimate authority to use contributions made to you at your discretion for purposes consistent with your exempt purposes?

It is very clear to our contributors and especially the public how we operate, direct funds and the nature of programs. The donation page of our website lists where the donations go and for what purpose. For contributions other than credit cards, we will have a donation form available which every contributor will be required to fill and it will specifically point out our mission, goals and functions. We cannot provide a sample as this form does not yet exist. We will not accept contributions from other than our website until this form is ready for use.

Line 14e. Do you or will you make pre-grant inquiries about the recipient organization?

We do not offer or provide grants to any individuals or organizations. But for any contributions made by the Institute to any organization, we will take into consideration the tax-exempt status, overall financial standing of the recipient, and we will inquire about:

- The recipient's name in English, in the language of origin, and any acronym or other names used to identify the recipient
- The jurisdictions in which the recipient maintains a physical presence;
- Any reasonably available historical information about the recipient that assures us of the recipient's identity and integrity;
- The available postal, email and website addresses and phone number of each place of business of the recipient;
- A statement of the principal purpose of the recipient, including a detailed report of the recipient's projects and goals;
- Copies of any public filings or releases made by the recipient, including the most recent official registry documents, annual reports, and annual filings with the pertinent government, as applicable; and
- The recipient's sources of income, such as official grants, private endowments, and commercial activities.

Line 14f. Do you or will you use any additional procedures to ensure that your distributions to foreign organizations are used in furtherance of your exempt purposes?

We generally will not contribute to any organization unless we have a responsible person in that country overseeing the distribution of the funds regardless of their location, domestic or foreign. The Board of Directors will conduct due diligence and maintain control of any funds contributed to any organizations and will comply with all applicable laws and guidelines. We will also, at our discretion, conduct the following to verify and ensure that funds are used appropriately and safely:

- conduct a reasonable search of publicly available information to determine whether the recipient is suspected of activity relating to terrorism, including terrorist financing or other support;
- assure that recipients do not appear on OFAC's master list of Specially Designated Nationals (the "SDN List"), maintained on OFAC's website at www.treas.gov and are not otherwise subject to OFAC sanctions;

- with respect to key employees, members of the governing board, or other senior management at the recipient's principal place of business, and for key employees at the recipient's other business locations, we will, to the extent reasonable, obtain the full name in English, in the language of origin, and any acronym or other names used; nationality; citizenship; current country of residence; and place and date of birth;

- As a pre-condition to the issuance of a charitable contribution, we will require the recipient to certify that they are in compliance with all laws, statutes, and regulations restricting U.S. persons from dealing with any individuals, entities, or groups subject to OFAC sanctions.

Line 15. Do you have a close connection with any organizations?

Yes, a close connection is shared with a for-profit company named National Protective Services, LLC (EIN: 26-2713802). This company provides operational security services, and does NOT provide education and training as the Institute does. The company and the Institute have similar names and logos (the difference is the added word "Institute," and were both originally founded by Jason McLendon. The two organizations, however, share neither a purpose, mission, or goals, and are completely divergent. NPSI does not intend to conduct business with National Protective Services, however, should any agreements be made, they will be made using the attached Conflict of Interest Policy, and any relationships will be developed using arm's length bargaining. If business is conducted with National Protective Services, it will be in the best interest of NPSI to do so, and it will have been determined that a conflict of interest does not exist.

Line 19. Do you or will you operate a school?

Yes. The primary purpose of the Institute is as an educational institution offering certificates, Associate Degrees, and Bachelor Degrees, as well as training as previously described.

Line 22. Do you or will you provide scholarships, fellowships, educational loans, or other educational grant to individuals, including grants for travel, study, or similar purposes.

Yes, the Institute will provide scholarships and grants to individuals for educational purposes. The details regarding specific circumstances have not yet been developed, however any scholarships, grants, loans or fellowships will be conducted in accordance with best practices and in a manner substantially similar to like schools. The Institute has not yet received approval to operate as a college, and will be required to provide scholarships and grants in a manner consistent with Texas law and accreditation standards.

National Protective Services Institute
EIN: 27-3418748
Attachment to IRS Form 1023, Application for Recognition of Exemption

Part IX, Financial Data

The following table consists of the Institute's expenses, expenditures, and spending for the shown years. Please note:

Form 1023 (Rev. 12-2013) (00) Name: National Protective Services Institute EIN: 27 – 3418748 Page 9

Part IX Financial Data

For purposes of this schedule, years in existence refer to completed tax years. If in existence 4 or more years, complete the schedule for the most recent 4 tax years. If in existence more than 1 year but less than 4 years, complete the statements for each year in existence and provide projections of your likely revenues and expenses based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. If in existence less than 1 year, provide projections of your likely revenues and expenses for the current year and the 2 following years, based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. (See instructions.)

A. Statement of Revenues and Expenses

	Type of revenue or expense	Current tax year (a) From 01/2015 To 12/2015	3 prior tax years or 2 succeeding tax years (b) From 01/2012 To 12/2012	(c) From 01/2013 To 12/2013	(d) From 01/2014 To 12/2014	(e) Provide Total for (a) through (d)
Revenues	1 Gifts, grants, and contributions received (do not include unusual grants)	0	0	0	0	0
	2 Membership fees received	0	0	0	0	0
	3 Gross investment income	.04	0	.08	.10	.22
	4 Net unrelated business income	0	0	0	0	0
	5 Taxes levied for your benefit	0	0	0	0	0
	6 Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)	0	0	0	0	0
	7 Any revenue not otherwise listed above or in lines 9–12 below (attach an itemized list)	0	0	0	0	0
	8 Total of lines 1 through 7	.04	0	.08	.10	.22
	9 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)	103297.08	72175.24	136643.19	76411.38	388526.89
	10 Total of lines 8 and 9	103297.12	72175.24	136643.27	76411.48	388527.11
	11 Net gain or loss on sale of capital assets (attach schedule and see instructions)	0	0	0	0	0
	12 **Unusual grants**	0	0	0	0	0
	13 Total Revenue Add lines 10 through 12	103297.12	72175.24	136643.27	76411.48	388527.11
Expenses	14 Fundraising expenses	0	0	0	0	
	15 Contributions, gifts, grants, and similar amounts paid out (attach an itemized list)	479.00	0	299.70	641.98	
	16 Disbursements to or for the benefit of members (attach an itemized list)	2029.00	305.70	1088.90	681.00	
	17 Compensation of officers, directors, and trustees	0	0	0	0	
	18 Other salaries and wages	8294.43	11884.37	30037.19	14009.88	
	19 Interest expense	0	0		0	
	20 Occupancy (rent, utilities, etc.)	35380.88	9895.14	21941.96	24803.84	
	21 Depreciation and depletion	0	0	0	0	
	22 Professional fees	100.83	4340.00	3000.00	2410.00	
	23 Any expense not otherwise classified, such as program services (attach itemized list)	59871.94	444090.22	793220.20	32751.39	
	24 Total Expenses Add lines 14 through 23	106156.00	70834.43	135689.95	75298.09	

Form 1023 (Rev. 12-2013)

SCHEDULE B. SCHOOLS, COLLEGES, AND UNIVERSITIES

Section 1. Operational Information

Line 1b. Is the primary function of your school the presentation of formal instruction?

Yes. NPSI is a school which offers formal training and education in protection-related topics. Currently, NPSI provides formal training classes (operating as a trade school licensed by the Texas Department of Public Safety, License #F01081), and has an application on file with the Texas Workforce Commission and the Texas Higher Education Coordinating Board to offer academic associate and bachelor degrees.

Section 2. Establishment of Racially Nondiscriminatory Policy

Line 1. Have you adopted a racially nondiscriminatory policy as to students in your organizing document, bylaws, or by resolution of your governing body?

Yes. This policy can be found in the NPSI By-Laws, Page 6, Article VIII, Non-Discrimination Policy. It reads as follows:

"The Institute admits students and provides employment to individuals of any race, color, national and ethnic origin, creed, religion, age, gender, sexual orientation, political affiliation, physical disability, or veteran status. It does not discriminate in any of these categories in administration of its employment policies, educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs, and provides all the rights, privileges, programs, and activities to all students and employees generally accorded or made available to any students or employees at the school."

Line 2. Do your brochures, application forms, advertisements, and catalogues dealing with student admissions, programs, and scholarships contain a statement of your racially nondiscriminatory policy?

Yes. NPSI ensures our nondiscriminatory policy is widely advertised and accessible to any and all potential students. The policy is located in two separate locations on our website (under the "Nondiscrimination Policy" tab and on the "Admissions" page of our website), in our application form, and in our catalog. We do not yet have brochures, but will develop these once we have obtained approval from the State of Texas to operate as a school. We will ensure all brochures and other marketing material display the appropriate nondiscriminatory policy.

Line 3. Have you published a notice of your nondiscriminatory policy in a newspaper of general circulation that serves all racial segments of the community?

No. In accordance with the instructions for the Form 1023 (page 27), NPSI is not required to do this. NPSI students could come from potentially anywhere in the world as an online school, and NPSI has a nondiscriminatory policy in place, which is advertised regularly, including on the

website, in the catalog, and in many other forums. NPSI has gone well above and beyond the requirement. In order to ensure we have met the spirit and intent of the publication requirement, even though it doesn't apply to us, NPSI includes a notice of our nondiscriminatory policy in advertisements we promote to various online community news outlets, with circulation that serves all racial segments of the community. Most recently, along with an upcoming class, NPSI published a press release which advertised our nondiscriminatory policy through kjnewswire.com, which is distributed to 1000+ major news websites internationally, nationally, and locally. This includes 250+ news sites via APWire, CBS, FOX, ABC, CW, and NBC, with additional major websites such as Digital Journal, WND, Boston Globe, and Google News.

This most recent advertisement included the full statement:
"NPSI admits students and provides employment to individuals of any race, color, national and ethnic origin, creed, religion, age, gender, sexual orientation, political affiliation, physical disability, or veteran status. It does not discriminate in any of these categories in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs, and provides all the rights, privileges, programs, and activities to all students generally accorded or made available to any students at the school."

Line 5. Complete the table below to show the racial composition for the current academic year and projected for the next academic year…if you are not operational, submit an estimate based on the best information available.

The numbers provided for the graph in line 5 are based on an estimated full-time enrollment of 20 students in the first year and 40 students in the second year. Since we are not operational, we have used actual figures from the University of Texas at Austin Accountability Report, January 2015, outlining possible demographics (The University of Texas is a major school within close driving distance). We expect the demographics of NPSI students, faculty members, and staff members to be substantially similar to the University of Texas at Austin. This report can be retrieved at:
http://www.txhighereddata.org/Interactive/Accountability/UNIV_Complete_PDF.cfm?FICE=003658

Line 6. In the table below, provide the number and amount of loans and scholarships awarded to students enrolled by racial categories.

NPSI is not operational at this time, and does not currently provide any loans or scholarships. Therefore, we have written the number "0" for this response. In the future, once we begin to provide loans and scholarships, we expect that provision will be based on legal, ethical, and moral standards, and will include capturing statistical analysis of awards to student enrolled by racial categories.

Line 7. Attach a list of your incorporators, founders, board members, and donors of land or buildings, whether individuals or organizations.

The founder of NPSI is:

Jason McLendon.

The incorporators of NPSI are:
Jason McLendon
Jennie McLendon
Ken Lewis.

The Board Members of NPSI are:
David L. Barnes
Jon Guba
Mark Hammargren
Kyle Jenkins
Joe Oglesby
Craig Porter
Amanda Wilhelm.

NPSI does not have any donors of land or buildings at this time.

SCHEDULE H. ORGANIZATIONS PROVIDING SCHOLARSHIPS, FELLOWSHIPS, EDUCATIONAL LOANS, OR OTHER EDUCATIONAL GRANT TO INDIVIDUALS AND PRIVATE FOUNDATIONS REQUESTING ADVANCE APPROVAL OF INDIVIDUAL GRANT PROCESDURES

Lines 1a-f. Description of types, purpose, and specifics of educational loans, grants, publication of awards, etc. (paraphrased).

NPSI does not currently have any scholarships, fellowships, loans, or grants, and does not anticipate having any until we have completed two or more years of operation and can fiscally sustain the awarding of same. At that time, we will develop appropriate scholarship, fellowship, grant, and loan programs, as appropriate, to include recipient qualifications and such for scholarships/grants, and interest rates, duration, forgiveness provisions, and such for loans, etc. Concurrently, the awareness campaign for these programs will be developed, which will include assurance of marketing and availability to all racial segments of the potential population. Sample copies of solicitations and applications cannot be provided at this time because they do not exist.

Line 2. Do you maintain case histories showing recipients of your scholarships, etc.

This is not possible at this time. NPSI does not maintain case histories only because NPSI does not currently have any scholarships, fellowships, loans, or grants. Once these programs are established, NPSI will maintain case histories as appropriate.

Lines 3-6. Describe specific criteria used to determine eligibility, selection, and supervision of the program (paraphrased).

NPSI does not currently have any scholarships, loans, or grants programs, therefore, this information cannot be provided. Once these programs are developed and established, NPSI will ensure all legal, moral, and ethical measures are taken to maintain integrity of the program.

NATIONAL PROTECTIVE SERVICES INSTITUTE
Conflict Of Interest Policy and Agreement

ARTICLE I
INTRODUCTION

It is important for National Protective Services Institute ("Institute") Directors, Officers, and staff to be aware that both real and apparent conflicts of interest or dualities of interest sometimes occur in the course of conducting the affairs of the Institute, and that the appearance of conflict can be troublesome, even if there is, in fact, no conflict whatsoever.

Conflicts occur because the many persons associated with the Institute should be expected to have, and do, in fact, generally have multiple interests and affiliations and various positions of responsibility within the community. In these situations a person will sometimes owe identical duties of loyalty to two or more entities. The purpose of this Conflict of Interest Policy is to protect the Institute's tax exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Director of the Institute or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Conflicts are undesirable because they potentially or eventually place the interests of others ahead of the Institute's obligations to its charitable purposes and to the public interest. Conflicts are also undesirable because they often reflect adversely upon the person involved and upon the institutions with which they are affiliated, regardless of the actual facts or motivations of the parties. However, the long-range best interests of the Institute do not require the termination of all association with persons who may have real or apparent conflicts that are harmless to all individuals or entities involved.

Each Officer, Director, and staff member of the Institute has a duty of loyalty to the Institute. The duty of loyalty generally requires an Officer, Director or staff member to prefer the interests of the Institute over the Officer's/Director's/staff member's interest or the interests of others. In addition, Officers, Directors, and staff members of the Institute shall avoid acts of self-dealing which may adversely affect the tax-exempt status of the Institute or cause there to arise any sanction or penalty by a governmental authority.

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Officers, Directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

ARTICLE II
DEFINITIONS

2.1 Interested Person

Any Officer, Director, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2.2 Financial Interest
A person has a financial interest if the person has, directly or indirectly, thorough business, investment, or family:
(a) An ownership or investment interest in any entity with which the Institute has a transaction or arrangement,
(b) A compensation arrangement with the Institute or with any entity or individual with which the Institute has a transaction or arrangement, or
(c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Institute is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

ARTICLE III
PROCEDURES

3.1 Duty to Disclose
In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Officers, Directors, and members of committees with governing board delegated powers considering the proposed transaction or arrangement

3.2 Determining Whether a Conflict of Interest Exists
After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3.3 Procedures for Addressing the Conflict of Interest
(a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
(b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
(c) After exercising due diligence, the governing board or committee shall determine whether the Institute can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
(d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested Directors whether the transaction or

arrangement is in the Institute's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

3.4 Violations of the Conflicts of Interest Policy
(a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
(b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV
RECORDS OF PROCEEDINGS

4.1 Minutes
The minutes of the governing board and all committees with board delegated powers shall contain:
(a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V
COMPENSATION

5.1 A voting member of the governing board who receives compensation, directly or indirectly, from the Institute for services is precluded from voting on matters pertaining to that member's compensation.

5.2 A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Institute for services is precluded from voting on matters pertaining to that member's compensation.

5.3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Institute, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI
ANNUAL STATEMENTS

Each Director, principal Officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:
(a) Has received a copy of the Conflicts of Interest Policy,
(b) Has read and understands the Policy,
(c) Has agreed to comply with the Policy, and
(e) Understands that the Institute is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE VII
PERIODIC REVIEWS

To ensure the Institute operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
(a) Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
(b) Whether partnerships, joint ventures, and arrangements with management corporations conform to the Institute's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurnment, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII
USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Article VII, the Institute may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

CERTIFICATE OF ADOPTION OF CONFLICT OF INTEREST POLICY AND AGREEMENT

I do hereby certify that the above stated Conflict of Interest Policy and Agreement for National Protective Services Institute were approved and adopted by the Board of Directors on September 19, 2015 and constitute a complete copy of the Conflict of Interest Policy of the Institute.

Jason McLendon, MA,CPP September 19, 2015
President
National Protective Services Institute

National Protective Services Institute

Academic Catalog

2016 - 2017

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The National Protective Services Institute can be contacted through the following mediums:

Website:
http://www.NPSIonline.net

E-Mail:
Admissions@NPSIonline.net

Telephone:
(210) 737-SAFE (7233)

Fax:
(888) 271-4768

Mailing Address:
National Protective Services Institute
PO Box 782016
San Antonio, TX 78278

Physical Address:
National Protective Services Institute
3700 Fredericksburg Road, Suite 219
San Antonio, TX 78201

Hours: Monday through Friday, 8:00 AM to 5:00 PM (Central), except holidays (see calendar)

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From the President…

Welcome to the National Protective Services Institute (NPSI)! Whether you are a prospective student, new student, or returning student, you are the reason we are here. We appreciate that you are seeking your education at NPSI, and we want you to rest assured that we will do everything we can to help you achieve your educational objectives and professional development. We are grateful for your decision to attend NPSI, and we value your input about how to make this program even better.

Our objective is to inform and enrich our students' lives. As an Institute, we will commit the necessary resources to ensure our instructors have the tools they need. Delivering a consistent level of superior quality is paramount.

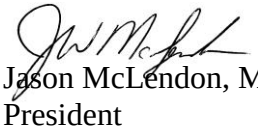
Remember, in addition to serving the students of this school, we also serve the interests of the community-at-large. In the future, you may play a role in providing security operations and management to our community at many levels. You will use the knowledge, skills, and abilities you gain from our instruction to protect personnel and assets from private corporations to the highest levels of government. Our standards, therefore, are high.

At NPSI, you can earn your certificate or degree in the most convenient and efficient way possible. In my humble opinion as a protection professional, with our excellent curriculum and outstanding faculty, your education will be better than what you would receive elsewhere. The curriculum is designed to allow you to pursue your education while you remain at home and serve in your own community. Classes are designed to be immediately utilized in your environment (if you are already in the protection profession) and programs are kept up to date and relevant with the very best of materials.

This catalog should provide you with the information you require to pursue your degree. Please do not hesitate to contact our administrative staff if you have questions or concerns.

Again, welcome to NPSI, and good luck!

The information contained in this catalog is true and correct to the best of my knowledge.



Jason McLendon, MA, CPP
President

"Education should implant a will and a facility for learning; it should produce not learned, but learning people. In times of change, learners inherit the Earth, while the learned find themselves equipped to deal with a world that no longer exists." - Eric Hoffer

DRAFT

TABLE OF CONTENTS

From the President… 4
Table of Contents 5
Purpose 7
Vision 7
Motto 7
Mission 8
History 9
Accreditation 10
General Information 11
Office Facilities and Equipment 11
Online Academic Program Orientation 11
Catalog in Effect 11
Instructional Delivery Method 11
Learning Resource Center (Virtual Library) 11
Communications 12
Coursework Retained 12
Graduation Rates 12
Job Placement Rates 12
Placement Assistance Program 12
Admissions 13
Application Procedure 13
Enrollment Agreement 14
Program Continuation 14
Nondiscrimination Policy 14
Instructional Philosophy 15
Language 15
Confidentiality/Family Education Rights and Privacy Act 15
Tuition and Fees 16
Tuition in Effect 16
Tuition and Fees 16
Total Cost Projections 15
Cancellation and Refund Policy 17
Financial Aid 19
Tuition Financing 19
Payment Plan 19
Student Grant Program 19
Student Rights and Responsibilities 20
Integrity Policy 20
Conduct Expectations 20
Obligations to the Institute 22
Rights of the Institute Concerning Class-related Works Created by Students 22
Complaint Procedures 22

DRAFT

Academic Policies 24
Academic Advising 24
Course Registration 24
Synchronous vs. Asynchronous Courses 24
Textbooks and Study Materials 25
Semester Credit Program 25
Testing 26
Grading System 26
Student Course Load 26
Attendance Policy and Make-Up Work 26
Leave of Absence 27
Good Standing and Grade Point Average 27
Incomplete Grades 27
Repeating Courses 27
Remedial Courses 27
Academic Standards of Progress 28
Re-enrollment After Termination 28
Procedures to Resolve Grade Disputes 29
Course Withdrawals 30
Auditing Courses 31
Graduation 31
Scholastic Academic Honors and Achievement Awards 31
Transcripts 32
Faculty Qualifications 32
Faculty-to-Student Ratio 32
Credit Transfer Policy 32
Continuing Education Units/Credits 39
Security Management Program 40
Program Learning Outcomes 40
Certificate 41
Advanced Certificate 41
Associate of Arts Degree 42
Degree Plan Worksheet 43
Recommended Plan 44
Bachelor of Arts Degree 45
Degree Plan Worksheet 46
Recommended Plan 47
Course Descriptions 48
Academic Calendar 53
Faculty and Administration 54

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Purpose

The National Protective Services Institute (NPSI) is an institution of higher learning specifically structured to train students to attain the important education, training, licensing, and certifications needed to prepare them to work as a protection professional. Potential directly related career possibilities for NPSI graduates include Security Operations, Personal Protection Operations, Security Management, Investigations, Anti-Terrorism, Homeland Security, Corrections, Law Enforcement, the Military, and more. Whether entering a career with a local security company or in the highest levels of government, our programs are designed to get you started and keep you going in the right direction. The protective industry is one of the fastest growing industries in the world, and the need for high quality, trained personnel in government and private positions grows in proportion to the growth of the industry.

Unfortunately, many private companies are out of business within a few short years due to management's inability to run them properly. Many people start security companies because they simply see it as a way to make money; however, they are not security "professionals." This situation is tragically unfair to employees, and more importantly, dangerous to the general public. Many other security companies are unsuccessful because the business owner is uneducated about running the business itself. NPSI programs provide an avenue to address these issues. Graduates are fully trained as practitioners, and well-versed in the appropriate business management applications. Of principal importance is the cultivation of security-related intellectual curiosity and accomplishment in an atmosphere of academic freedom.

In addition to extensive management training, NPSI programs also train students to be subject matter experts in the field of security operations. Although there are many security programs in existence that train students to be front-line operators, none match that provided by the NPSI.

The National Protective Services Institute is a Texas non-profit corporation offering Certificate, Advanced Certificate, Associate Degree, and Bachelor Degree programs in Security Management. The main campus is located in San Antonio, Texas, in the United States. Currently, the NPSI is licensed by the Texas Department of Public Safety Private Security Bureau to provide state-regulated security officer training and continuing education. NPSI has submitted the IRS Form 1023, Application for Recognition of Exempt Status, in order to be a federally recognized 501 (c) 3 Non-Profit Corporation.

Academic programs are provided via synchronous distance learning (online).

Vision

NPSI is the institution of choice for anyone seeking professional protective services education and training; where teaching is purposeful, learning is powerful, and the future is secure. NPSI is the premier college for protection education.

Motto

The motto, "*Learn Today So That You May Live Tomorrow*" is self-explanatory.

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Mission

The mission of the National Protective Services Institute is to provide education and training for security, law enforcement, anti-terrorism, emergency management, emergency response services, personal defense, and related fields to help individuals prepare to work in the professional protection field and other related disciplines. We will strive to fulfill this mission while satisfying prevailing state and federal laws. The programs are designed to meet the strict guidelines of the Texas Workforce Commission Career Schools and Colleges, the Texas Higher Education Coordinating Board, multiple accreditation agencies, laws of the State of Texas, and laws of the United States. To successfully accomplish our mission, we provide:

1. Academic programs leading to a Certificate in Security Management, an Advanced Certificate in Security Management, an Associate of Arts Degree in Security Management, and a Bachelor of Arts Degree in Security Management.
2. Continuing education for academic, occupational, and professional enhancement, in conjunction with, or in alignment with, various security organizations and associations, to include, but not limited to:
   a. The Texas Department of Public Safety Private Security Bureau *Non-Commissioned Security Officer*, *Commissioned Security Officer*, *Personal Protection Officer*, *Private Investigator*, *Locksmith*, *Security Alarm Technician*, *Security Manager*, and *Security Consultant*.
   b. The International Foundation for Protection Officers *Certified Protection Officer* Certification (http://www.ifpo.org).
   c. The International Foundation for Protection Officers *Security Supervision and Management* Certification (http://www.ifpo.org).
   d. The American Society for Industrial Security *Certified Protection Professional* Certification (http://www.asisonline.org).
   e. The American Society for Industrial Security *Professional Certified Investigator* Certification (http://www.asisonline.org).
   f. The American Society for Industrial Security *Physical Security Professional* Certification (http://www.asisonline.org).
3. Tutorial assistance to help under-prepared students and others who wish special assistance to achieve their educational goals.
4. A continuing program of counseling and advising designed to assist students in achieving their individual educational and occupational goals.
5. A program of technology, library, media, and testing services to support instruction.

The intended result of these programs is to help graduates have the education they need to further their own public safety and protection profession(s) and to provide more effective security operations and management that are safer to their clients as well as the general public. Although the programs are specifically geared towards people who have a passion for protective services, specifically security operations and security management, and who plan to pursue these disciplines as a life-long career, this Institute is also for others who are only engaged in the field for a short period of time. Declaration of this intended goal does not guarantee that graduates of any offered programs will be able to pursue a professional protective career after graduation.

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Why these programs?
There are numerous programs in the Criminal Justice realm, and an increasing number of Security Management programs, but very few programs provide instruction particular to the needs of operational front-line security managers. The Security Management program at NPSI demands extensive education focusing on front-line security operations, which better prepares management personnel to run operational programs. As the field of security grows, so to does the need for a legitimate educational program that addresses the needs of the community. The potential value of having intensive security education and training for personnel who have dedicated their lives to the field demonstrates the necessity to ensure a professional standard of care, training, and education is at least available to provide the best possible service to clients, the government, and the general public. Although there are some outstanding private companies and educational programs available, the need for intensive education and training is obvious.

Most schools that provide security programs focus more on "*Homeland Security*" instead of a program of instruction that is inclusive of both private and governmental security operations. Some schools offer Criminal Justice programs with an optional minor focus on security, which does not provide the necessary education to be a security professional.

There are many career areas in which education of this nature could be useful. The government, military, law enforcement, security management, private investigations, emergency management, corrections, probation and parole, personal protection (bodyguarding), physical education, social services, case work, and justice administration are several examples. Although the word “security” may not be in the job title, the core competencies will undoubtedly be part of the job description.

History

NPSI was incorporated as a non-profit corporation in the State of Texas in 2010, with a goal to eventually become an academic degree-granting institution. Since its inception, NPSI has provided a multitude of classes in the protective field, concentrating primarily on law enforcement, security, emergency response, and personal defense training. As a non-profit, NPSI has provided numerous classes to “give back” to the community, including free or low-cost first aid training, active shooter training, human trafficking awareness classes, and self-defense and assault prevention classes since its inception.

While in operation teaching these training classes, the concurrent development of the academic Certificate Programs, Associate of Arts Degree, and Bachelor of Arts Degree in Security Management program was taking place, with plans to start offering online classes in the Spring of 2016. Future ambitions include the establishment of a residential education program located in San Antonio, Texas, with degree programs in Security Management, Emergency Management, Criminal Justice, Anti-Terrorism, Cyber-Security, Homeland Security, and related disciplines.

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Accreditation

IMPORTANT NOTE: The National Protective Services Institute (NPSI) is approved to offer Certificates, Associate Degrees, and Bachelor Degrees by the Texas Higher Education Coordinating Bureau (Pending) and the Texas Workforce Commission (Pending). NPSI is also approved to offer Continuing Education Units (also called Continuing Education Credits) for a variety of organizations. NPSI is not, however, currently accredited by an accrediting agency recognized by the U.S. Department of Education. An academic program must be in operation for a minimum of two years before beginning the process to apply for accreditation, and it can take as long as eight years to finish the process. NPSI will officially begin conducting academic classes in the Spring of 2016, and plans to apply for accreditation as soon as allowable. NPSI will not take the "easy road" of seeking accreditation through an illegitimate accrediting agency. For further information about accreditation, please visit: The Council for Higher Education Accreditation (CHEA) at http://www.chea.org , The Texas Higher Education Coordinating Board (THECB) at http://www.thecb.state.tx.us , and the US Department of Education (USDE) at http://www.ed.gov. These resources discuss legitimate accrediting agencies recognized by the US Department of Education, as opposed to "accrediting mills" which will issue accreditation to any "school" willing to pay a certain amount of money (the CHEA website has more information about "accrediting mills"). NPSI plans to pursue accreditation through one or more of these listed legitimate agencies.

Why study at NPSI before accredited? The benefits of studying at NPSI at this time are immense. First, the tuition is substantially lower than at an accredited institution, and will significantly increase upon accreditation approval. *However, currently enrolled students will maintain their original tuition rate through degree completion.* Second, the educational standards are high, and students will be able to gain the requisite knowledge to enter the professional protective services field. Third, all discipline-specific NPSI classes result in the award of continuing education credits.

Other academic institutions may or may not accept credit from the NPSI, even after accreditation has been granted. It is important to check with each institution to which you are interested in transferring prior to pursuing any academic classes or training with NPSI.

The National Protective Services Institute is approved, authorized, and regulated by:

Texas Workforce Commission, Career Schools and Colleges
(Certificate of Approval)
Austin, Texas
(Pending)

Texas Higher Education Coordinating Board
(Certificate of Authority)
Austin, Texas
(Pending)

Texas Department of Public Safety Private Security Bureau
(Training School License # F01081)
Austin, Texas

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General Information

Office Facilities and Equipment
NPSI maintains offices at 3700 Fredericksburg Road, #219, San Antonio, TX 78201. As a completely online program, however, all classes are conducted online, and most communication is conducted via e-mail or telephone. The best way to reach office staff is to e-mail admin@NPSIonline.net, or to call (210) 737-7233.

Online Academic Program Orientation
All students are expected to take and pass the "NPSI Online Orientation Course" course located in *Matrix* prior to beginning any online course. This short course will introduce the student to the Institute and to online education, as well as ensure they know how to navigate the various tools and resources used in the program. The student may refer to or re-take this course at any time, however, it is only required once.

Catalog in Effect
This catalog contains general information regarding the NPSI calendar, administration, admissions requirements, graduation requirements, fees, policies, degree programs, and course offerings. NPSI reserves the right to change each of these. The effective dates for all changes are at the discretion of the Institute and may apply to all those who are matriculated at NPSI after that time. The provisions of this publication are not to be regarded as an irrevocable contract between the student and NPSI.

Students may graduate under the terms of the catalog in effect when they entered NPSI or any subsequent catalog under which they attended, provided: a) said catalog is not more than 5 years old, and b) the student's particular degree plan has not been discontinued by the Institute. Students with programs that are discontinued will be allowed two years in which to complete such plans before the official deactivation of the affected instructional program. If two years are exceeded, some credit may not transfer directly to another degree program, but may be used for elective credit. Students needing more information about this policy should contact an academic advisor.

Instructional Delivery Method
NPSI has adopted the *Matrix* Learning Management System, an online software platform, as its primary delivery method. This platform provides a virtual classroom experience that is flexible, personal, and challenging. Through *Matrix*, students have the ability to access individual lessons, have interaction with other students taking the same course, utilize links to online resources, view supplemental streaming video clips, and receive direct feedback from their class instructors using this innovative means of delivery. Students may also be required to purchase video tapes or DVDs for select courses. Our online learning tools help ensure that students have an opportunity available to them that equals or surpasses the traditional classroom model.

Matrix is the infrastructure that manages and synchronizes NPSI course registration, administration, payment, instructional content, and assessment tools. To log into *Matrix*, please visit the '*Matrix*' tab on www.NPSIonline.net.

Learning Resource Center
NPSI maintains a virtual library, or Learning Resource Center (LRC), providing numerous full-text documents related to the professional security field, as well as links to a variety of electronic depositories of books and journal articles. Each student is provided a subscription to the *Questia* online library with more than 83,000

books, over 10 million articles, research tools, research tutorials, and a writing center. The *Questia* library contains books and journal articles on subjects such as history, philosophy, economics, political science, English and literature, anthropology, psychology, and sociology. It also includes magazine and newspaper articles. Overall, the NPSI virtual library provides relevant and current texts and periodicals, research journals and databases, standard works of reference, multi-media and electronic resources, and other resource materials necessary to adequately serve the student body. The LRC (including the link to *Questia*) can be found under the "*Library*" tab on www.NPSIonline.net. The *Questia* log in is the student's (or faculty) NPSI e-mail address.

Asynchronous (Self-Paced) students must obtain their own Questia *Account.*

Communications

Each student, faculty member, and staff member is provided with an Institute e-mail address. The e-mail address convention is the same for all: first.lastname@npsionline.net. An institution must be accredited before a domain name ending in ".edu" can be issued. Some institutions who have this, but are not accredited, received their domain name prior to 2001 and were grandfathered in. NPSI intends to apply for accreditation as soon as legally possible; once approved NPSI will apply for a ".edu" domain.

Any and all written communications between NPSI and students are the property of NPSI and may be included in official records. E-mail with read receipts shall be considered equivalent to certified U.S. Mail correspondence.

Coursework Retained

The Institute reserves the right to keep a copy of all coursework produced by a student. The Institute reserves the right to make copies of student papers and other scholarly works for use in the curriculum and for archival purposes. Students may not disseminate or share curriculum, notes, documents, or other Institute-provided information for commercial purposes.

Graduation Rates

As a new program, NPSI does not yet have information regarding graduation rates.

Job Placement Rates

As a new program, NPSI does not yet have information regarding job placement rates for graduates.

Placement Assistance Program

NPSI does not currently offer a Placement Assistance Program.

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Admissions

NPSI maintains an "open door" admissions policy on a first come, first served basis. Any applicant who has a high school diploma (or GED) and the minimum test scores (as listed below) may be admitted to the Institute, unless disqualified in the list that follows (the application includes a criminal background check). Individuals who have already obtained 30 or more semester hours from an accredited college or university will be automatically admitted, however, Wonderlic SLE-Q test scores must still be obtained. This allows the school to assess the strength and areas for improvement of the student.

Because of the rigorous nature of online education, applicants to NPSI's academic programs must demonstrate they have the ability to succeed in an online program. Testing provides the most objective measurement of an applicant's knowledge, skills and abilities. This measurement provides an accurate and fair means to compare different applicants to each other and to the requirements of the program to ensure the applicant possesses the time, perseverance, technology and skills needed to succeed in an online distance learning program.

NPSI accepts the following tests and scores (or combination) to demonstrate ability to succeed:
Optional: SAT – 1500
Optional: ACT – 20
Required: *Wonderlic SLE-Q – 20

*If applicants have not already taken the SAT or ACT, the Wonderlic SLE-Q is accepted on its own merit. The Wonderlic SLE-Q is provided through NPSI as part of the application process and at no additional charge to the student. All applicants must take the Wonderlic SLE-Q.

An applicant must score at least 1500 on the SAT, or 20 on the ACT, or 20 on the Wonderlic SLE-Q in order to be granted admission. For example, a student who scored a 1300 on the SAT may still be granted admission if they score at least a 20 on the Wonderlic SLE-Q. Or, a student who scored an 18 on the Wonderlic SLE-Q may still be granted admission of they scored at least a 1500 on the SAT or a 20 on the ACT.

An individual is not eligible for admission if:
1) The individual is disqualified by state or federal law from owning or possessing a firearm.
2) The individual is a fugitive from justice.
3) The individual has ever been convicted, in any jurisdiction, of a felony level offense as defined by Texas state law (offenses not involving moral turpitude may be waived by exception).
4) The individual has been convicted in the previous ten years, in any jurisdiction, of a Class A level offense as defined by Texas state law (offenses not involving moral turpitude may be waived by exception).
NOTE: The Chief Academic Officer (Academic Director) is the final approval authority for admission waivers.

Prospective students who wish to enroll in any of the offered certificate or degree programs must submit a completed application form and a copy of their high school transcript or diploma, GED, or college transcript to:

National Protective Services Institute
Admissions and Records Office
PO Box 782016
San Antonio, TX 78278

or, e-mail to:
Admissions@NPSIonline.net
(Official transcripts must be mailed)

Application Procedure
Applications are accepted on an ongoing basis. Students will be notified upon acceptance of application.

Application, registration, and payment of tuition and fees are all accomplished through *Matrix* (see the *Matrix* tab on www.NPSIonline.net).

1. Submit a completed NPSI application form, with required attachments, and application fee
2. Interview with advisor to discuss educational plan and select classes
3. Complete enrollment contract
4. Register
5. Pay tuition and fees
6. Take NPSI Online Orientation Course
7. Start classes

NOTE: The National Association for College Admission Counseling provides excellent student and parent resources for preparing, searching, applying, financing, and succeeding in college. More information can be found at http://www.nacacnet.org/studentinfo/Pages/Default.aspx.

Enrollment Agreement
In order to fulfill State of Texas requirements, NPSI students must submit an enrollment agreement to be admitted to the school. The enrollment agreement is for the entirety of the program (Certificate/Advanced Certificate/Associate of Arts/Bachelor of Arts), however, each 3-semester hour class may be paid for individually. Students may cancel and/or change this enrollment agreement at any time after fulfillment of individual term/semester/class commitments. Students completing one program and entering another must submit a new enrollment agreement, however, their tuition and fees will be limited only to the remaining requirements. Continuing education and training students are not required to submit an enrollment agreement.

Program Continuation
Once a student has been admitted and maintains continuous enrollment, they may complete one level of achievement and continue through higher levels of achievement without having to re-apply. For example, if a student finishes an Associate's Degree program and desires to continue through a Bachelor's Degree, they may continue by simply entering a new enrollment agreement.

Nondiscrimination Policy
The National Protective Services Institute admits students and provides employment to individuals of any race, color, national and ethnic origin, creed, religion, age, gender, sexual orientation, political affiliation, physical disability, or veteran status. It does not discriminate in any of these categories in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs, and provides all the rights, privileges, programs, and activities to all students generally accorded or made available to any students at the school.

Individuals with physical limitations are welcome to attend any and all courses as well as serve in faculty and staff positions; accommodations will be made in accordance with requirements of the Americans with Disabilities Act (ADA).

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All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973, as amended, the ADA, and the Internal Revenue Service. Inquiries regarding NPSI's compliance with the ADA, or requests for accommodations for persons with disabilities can be directed to:

National Protective Services Institute
EEO/ADA/Affirmative Action Coordinator
PO Box 782016
San Antonio, TX 78278

Instructional Philosophy

The National Protective Services Institute (NPSI) believes all people should have the opportunity to develop skills and knowledge to increase their ability to perform their jobs. Resources permitting, and as long as the standards are maintained, instruction shall be adapted to individual student needs. This principle applies to flexibility in instructional strategies while maintaining high academic standards.

Language

The official language used at the Institute is English, and although the NPSI will ensure the lack of English language skills will not be a barrier to admission, accommodations will not be made to allow for participation in educational and vocational programs in other languages. All classes, seminars, and written material are in English. The *Matrix* Learning Management System does provide some translation assistance for some applications.

Confidentiality

The following statement concerning student records maintained by the NPSI is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student is limited to that designated as directory information. Directory information includes full name, mailing address, telephone number, year and place of birth, major field of study, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification, and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student.

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Tuition and Fees

Tuition in Effect

Students who are enrolled in classes prior to NPSI being awarded a higher approval or accreditation status will be allowed to continue their program under their current tuition rates as long as they maintain continuous enrollment and progress towards their certificate or degree plan. Once they have achieved their certificate or degree, the new tuition rates will apply if they decide to seek a different degree. *At this time, the only program offered is Security Management, so students will be allowed to continue at the same tuition rate up to and including completion of a Bachelor of Arts Degree in Security Management.*

Tuition and Fees

Application Fee (nonrefundable)	$75.00
Copy of Academic Record (Transcript)[1]	$5.00
Graduation Fee	$50.00
Additional Diploma	$25.00
Identification Card Fee (optional)	$12.00
Printed Catalog (online/PDF catalog is free)	$10.00
Returned Check Fee	$25.00
Late Registration Fee	$25.00
Refund Processing Fee	$25.00
Administrative Withdrawal Fee	$100.00
Transfer Credit Assessment Fee, per credit hour	$20.00
Tuition, per semester hour	$99.00
Technology Infrastructure Fee, per semester	$75.00 ($25.00 per class if self-paced)

Total Cost Projections:[2]

Certificate in Security Management (30 Semester Hours)

Application Fee:	$75.00
Tuition Fees:	$2,970.00
Technology Fees:	$150.00
Books (approximate):	$1,200.00
Graduation Fee:	$50.00
Projected Total:	$4,455.00

Advanced Certificate in Security Management (60 Semester Hours)

Application Fee:	$75.00
Tuition Fees:	$5,940.00
Technology Fees:	$300.00
Books (approximate):	$2,400.00
Graduation Fee:	$50.00
Projected Total:	$8,765.00

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Associate of Arts in Security Management (60 Semester Hours)

Application Fee:	$75.00
Tuition Fees:	$5,940.00
Technology Fees:	$300.00
Books (approximate):	$2,400.00
Graduation Fee:	$50.00
Projected Total:	$8,765.00

Bachelor of Arts in Security Management (120 Semester Hours)

Application Fee:	$75.00
Tuition Fees:	$11,880.00
Technology Fees:	$600.00
Books (approximate):	$4,800.00
Graduation Fee:	$50.00
Projected Total:	$17,405.00

[1]Transcripts will be available without charge for the first copy.

[2]Assumes all classes are taken at NPSI, all books are purchased for full retail value, and no books are returned. Students can save a substantial amount of money by renting and/or returning textbooks. NPSI recommends students keep program-specific textbooks for future reference. Assumes 15 credit hours per semester.

Cancellation and Refund Policy

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, with the exception of a $100.00 administrative withdrawal fee (see "Tuition and Fees"). The student is responsible for the return and reimbursement of resources purchased from third-party sources (i.e., books).

Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

2.The effective date of termination for refund purposes will be the earliest of the following:
(a) The last day of attendance, if the student is terminated by the school;
(b) The date of receipt of written notice from the student; or
(c) Ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, the school shall retain only the $100 Administrative Withdrawal Fee.

4. If a student enters the any Institute program and withdraws or is otherwise terminated after the cancellation period, the Institute will retain no more than the $100 Administrative Withdrawal Fee. The refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student (such as books, tools, or other supplies) are handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are necessary. Once these materials are purchased, no refund will be made. For full refunds, the Institute shall withhold costs for these types of items from the refund. Any such items not required for the portion of the program attended will be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees* is due and refundable in each of the following cases:
(a) An enrollee is not accepted by the Institute;*
(b) If the course of instruction is discontinued by the Institute, preventing the student from completing the course; or
(c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the Institute, or representations by the owner or representatives of the Institute. A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges regulated by the Texas Workforce Commission.

* The application fee is not refunded in this case; all other fees are refunded.

8. Refund Policy For Students Called To Active Military Service.
A student of the Institute who withdraws as a result of being called to active duty in a military service of the United States or the State National Guard may elect one of the following options for each program in which the student is enrolled:
(a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
(b) A grade of "Incomplete" with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and
(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Financial Aid
Financial aid may be available through your company or other private sources.

NPSI is currently unable to accept most forms of financial aid such as G.I. Bill and other government grants or loans. However, some government agencies do provide financial aid in the form of tuition assistance, loans, or grants to employees even if the program is not accredited.

While NPSI does not offer scholarships at this time, there are organizations who can help NPSI students find scholarships. One example is CollegeScholarships.org. http://www.collegescholarships.org/loans/trade.htm

Tuition Financing
There are several companies who specialize in tuition financing. For example, TFC Tuition Financing can provide financing for students. Students may call the Student Toll Free Number at 800-872-9832, or visit TFCstudentinfo.com. NPSI is not affiliated with TFC.

Payment Plan
NPSI offers a payment plan on a per-semester or per class basis. Please contact the administrative offices for more information.

Student Grant program
NPSI does not offer scholarships at this time, however, does intend to offer a Student Grant Program in the future. The Student Grant Program will allow recipients to attend courses free of tuition, however, students must still pay all other associated expenses (fees, textbooks, etc.).

At this time, the NPSI Student Grant Program intends to include the following:
American Society for Industrial Security: 1 Grant
Associated Security Services for the State of Texas: 1 Grant
NPSI Faculty and Staff Member Spouse and Dependent Children: All
International Foundation for Protection Officers: 1 Grant
Texas Air National Guard: 1 Grant
Texas Army National Guard: 1 Grant
Texas Association of Licensed Investigators: 1 Grant
Texas State Guard: 1 Grant
United States Air Force: 1 Grant
United States Army: 1 Grant
United States Coast Guard: 1 Grant
United States Marine Corps: 1 Grant
United States Navy: 1 Grant

Student Rights and Responsibilities

Each student is responsible for knowing and meeting all certificate, degree, and graduation requirements specified in the catalog. Attendance at NPSI is a privilege and not a right. Students forfeit this privilege if they do not participate within the standards and ideals of the Institute. NPSI has the right to insist upon a student's withdrawal if and when he or she does not conform to the standards of the Institute.

Integrity Policy

Academic integrity is the foundation for success. Breaches of this integrity constitute serious offenses against both the academic community and the profession. Only through a recognized partnership among students, staff members, and faculty members will the Institute be able to maintain the commitment to integrity. Students, staff members, and faculty members should adhere to the following guideline:

"I will not lie, cheat, or steal, and will not tolerate those who do."

Students, staff members, and faculty members are responsible for understanding these basic principles of integrity, and integrating them fully in everything you do. All are encouraged to report violations of integrity to the faculty member teaching the course in which the violation is alleged to have occurred. A direct link to the Academic Director is always maintained.

Violations may include, but are not limited to: cheating, fabrication of information, falsification of information, plagiarism, facilitating violations of academic integrity. The instructor of the course will make the determination of student's grade and status in a course. Depending on the severity of the breach, the student may receive an "F", be withdrawn from the course, or be expelled from the Institute.

To learn more about plagiarism, please visit: Plagiarism: What It is and How to Recognize and Avoid It at http://www.plagiarism.org

Conduct Expectations

All NPSI students, staff, and faculty members are expected to behave in a manner that will create and maintain a safe and orderly environment (academic and otherwise) for themselves and others. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal (termination), and/or referral to law enforcement officials. The following is a partial list of inappropriate behaviors that will be subject to disciplinary action. The list is not all-inclusive.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud.

2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others.

3. Noncompliance with the directives of the Institute faculty and staff.

4. Violation of written policies, rules, or procedures.

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5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission.

6. Damage to property or destruction of property.

7. Creation of unsafe conditions.

8. Carrying out a false alarm or creating an emergency situation such as a fire or bomb threat.

9. Hurting others, threatening others, or engaging in behavior that may result in harm to others.

10. Selling, consuming, or possessing alcoholic beverages on Institute property.

11. Smoking is strictly prohibited within Institute-owned or leased buildings including, but not limited to: offices, hallways, lounges, restrooms, cafeteria, elevators, meeting rooms, Institute-owned or leased vehicles, and all indoor community areas. This policy applies to all employees, students, contractors, and visitors.

12. Possessing or using drugs not prescribed for the individual by a physician; selling any drugs; possessing or using illegal drugs or narcotics. NPSI subscribes to and enforces both the Drug Free Workplace Act of 1988 and the Drug Free School and Commissions Act Amendments of 1989. Links to these acts can be found in the "Links" tab of www.NPSIonline.net.

13. Illegal possession of a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on property of the Institute.

14. Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. The Institute is committed to creating and maintaining an environment for all Institute personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature when:

a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academics,

b. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals, or

c. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive environment.

Re-Enrollment after Dismissal for Violation of Student Conduct Expectations

A student who has been dismissed for violation of Student Conduct Expectations is considered to be terminated from the Institute. If the violation did not result in the involvement of law enforcement officials, the student may re-apply to the Institute after 1 full semester has elapsed.

Obligations to the Institute

Until all obligations to the Institute are met, students may be barred from future registration, not be allowed to graduate, or be administratively withdrawn from class. The Institute is authorized to place "holds" on student records under the following conditions, which include but are not limited to:

- Unpaid debt to the Institute
  - Failure to make good a returned check
  - Failure to make payment on a promissory note or financial aid overpayment
  - Ineligibility for aid for which student is registered; overdue loan; failure to complete files
  - Failure to compensate for destruction of, or damage to, Institute property, equipment or supplies
  - Charge back of tuition and fees which were charged to a credit card
  - Failure to pay for training materials used by the student
- Failure to return material or pay fines for issued, lost, damaged, or overdue materials from the NPSI libraries or from any agency/institution/organization with which NPSI has an agreement
- Failure to file required documents
- Enrolling under false pretenses
- Failure to meet assessment requirement
- Address correction required

Rights of the Institute concerning class-related works created by students

The Institute reserves the right to keep a copy of all coursework produced by a student. The Institute reserves the right to make copies of student papers and other scholarly works for use in the Institute curriculum and for archival purposes. Students may not disseminate notes for commercial purposes. Students may not take video or audio recordings in class without Institute permission and these recordings may not be used for commercial purposes.

Complaint Procedures

Complaints are defined as any student, faculty, or staff concern regarding the school programs, services, or staff. A student, faculty member or staff member who has a concern about a school-related issue is encouraged to schedule a conference with the Academic Director to find resolution (if the issue is regarding grade disputes, please see procedures under "Academic Standards of Progress" in the most recent Academic Catalog). If the issue is not resolved to satisfaction through the conference, the student, faculty member, or staff member can file a formal complaint in writing with the Academic Director who will formally investigate the complaint, take appropriate action, and provide a written response to the individual by the 10th business day after the day the formal written complaint is received. Note: a conference with the Academic Director is not required before a student files a formal written complaint.

Complaints should be e-mailed to Complaints@NPSIonline.net. Additionally, individuals can call (210) 737-7233 to schedule a conference with the Academic Director.

Notification of Complaint to the Texas Workforce Commission

A student who is dissatisfied with the Academic Director's response can file a complaint with the Texas Workforce Commission at:

Texas Workforce Commission
Career Schools and Colleges, Room 226T

101 East 15th Street
Austin, Texas 78778-0001
Phone: (512) 936-3100
Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges website at texasworkforce.org/careerschools.

Notification of Complaint to the Texas Higher Education Coordinating Board
After exhausting the Institute's grievance/complaint process, current, former, and prospective students may initiate a complaint with THECB by sending the required forms either by electronic mail to StudentComplaints@thecb.state.tx.us**,** or by mail to the Texas Higher Education Coordinating Board, College Readiness and Success Division, P.O. Box 12788, Austin, Texas 78711-2788. Facsimile transmissions of the forms are not accepted.

All submitted complaints must include specific complaint forms and other documents which can be downloaded from the THECB website. For more information about the THECB complaint process and/or to download forms, please visit:
http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D

Notification of Complaint to the Texas Department of Public Safety Private Security Bureau
For courses regulated by the Texas Department of Public Safety Private Security Bureau, complaints may be directed to: **Texas Department of Public Safety Licensing and Registration Service –Private Security Program,** P.O. Box 4087 Austin, Texas 78773-0001 512-424-7293
or e-mailed to: RSD_Customer_Relations@dps.texas.gov

Notification of Complaint to the Texas Attorney General
After exhausting the grievance/complaint process through the Institute, Texas Workforce Commission, and Texas Higher Education Coordinating Board, students may initiate a complaint with the Texas Attorney General through the use of an online complaint form at:
https://www.texasattorneygeneral.gov/consumer/complain.shtml

or by sending the required forms (found on the same page as the online complaint form) by mail to:

Office of the Attorney General
Consumer Protection Division
P.O. Box 12548
Austin, TX 78711-2548

Academic Policies

Academic Advising

Academic advising is highly recommended for all students. To fully understand the program options and academic requirements, students should seek academic advising prior to registering for classes. Advisors are available by appointment to assist students in determining admissions, appropriate programs of study, pre-requisites for classes, appropriate course loads, transferable courses, and more.

Course Registration

Registration for courses is conducted through the catalog located in the *Matrix* Learning Management System. To access *Matrix*, please visit www.NPSIonline.net. Courses are offered throughout the year, as listed in this catalog, and online. Information about current course offerings is published in this catalog and in *Matrix*. Course registrations are accepted any time prior to the start of the term, however, space is limited and registrations are accepted on a first come, first served basis. Current students have priority registration.

Individual courses may be taken as "self-paced" courses without enrolling in a degree program (see "Synchronous vs. Asynchronous"). All pre-requisites must be met, and the student must be eligible for enrollment.

Students are not considered admitted into the academic program at the Institute until a complete application has been submitted and they have been accepted. While classes may still be taken, academic credit will not be awarded unless the student is accepted into the academic program. Students may receive continuing education and training credits (vs. academic credits) even if they are not admitted.

Synchronous vs. Asynchronous Courses

NPSI provides two types of online academic courses (not including continuing education and training classes): synchronous and asynchronous.

Synchronous, meaning "existing or occurring at the same time," courses start and end at the same time, and have specific timelines and due dates for readings, essays, reports, exams, and other assignments to which all of the students in the class must adhere. While not necessarily completing assignments together at exactly the same time, all students in the class are completing assignments in the same order and following the exact same timeline. Synchronous classes at NPSI follow a 16-week timeline, and are the standard class offering.

Asynchronous, meaning "not existing or occurring at the same time," courses have start times and assignment timelines determined by the student. These are self-paced classes which allow the student flexibility to start classes and complete assignments on their own timeline. At NPSI, the courses are termed "Self-Paced," and must be completed within 6 months of the start date. These are recognized by the class section "SP." For example, the asynchronous version of the Introduction to Security course, standardly identified as SECR 100, would simply be labeled SECR 100-SP. Asynchronous classes at NPSI contain the same academic standards as synchronous classes, however, class participation activities (i.e., discussion boards) are replaced by short essays. Self-paced classes can be started at any time, so students do not have to wait until the beginning of a new semester, and, highly motivated students can spend extra time to finish courses faster than normal semester timeframes. Self-paced students still receive personalized attention and contact from their instructors.

One of the advantages of NPSI online classes, whether synchronous or self-paced, is that students can have access globally, and can attend classes anytime, day or night, in any part of the world.

Self-paced college classes are becoming more popular, and many accredited universities offer them. Some examples include: University of Arkansas, University of Missouri, University of North Dakota, University of Florida, and Thomas Edison State College, to name a few.

Asynchronous (Self-Paced) students must obtain their own Questia *Account*.

Textbooks and Study Materials

Study materials and textbooks are available through most online and large corporate booksellers (Amazon.com, Barnes and Noble, Books-a-Million, etc.) or through the American Society for Industrial Security bookstore (http://www.asisonline.org). Some of the texts are available for free download in the NPSI virtual library.

Semester Credit Program

NPSI measures the courses of instruction in semester credit hours. A credit hour is defined as an amount of work represented in intended learning outcomes and verified by student achievement for academic activities. One semester credit hour is defined as the equivalent of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours of practicum/externship/preparation. The formula for calculating the number of semester credit hours for each course is: (hours of lecture/15) + (hours of laboratory/30) + (hours of practicum/45) = credit hour(s). NPSI online/distance education classes have been specifically calculated to ensure the equivalent levels of knowledge, skills, or competencies as those acquired in traditional formats. Most NPSI classes have been calculated to generate 3 semester hours of credit per class.

Generally speaking, "credit hours" are designed to combine both the expected work students would perform in a classroom setting as well as the traditionally calculated "Carnegie Unit" of two hours of work outside the class for every hour of work inside the class. Thus, if a residential class were to meet for 3 hours per week, the student would be expected to spend an additional 6 hours in the same week working towards the objectives and learning outcomes of the class. That equates to approximately 9 total hours devoted to that class each week. This formula is consistent with state and federal law. Online courses follow the same standard, however, the normal class-associated time is built into the time working towards the class objectives and learning outcomes. This is why a load of 12 or 15 semester credit hours, which equates to approximately 36 to 45 hours workload each week, is considered full-time.

This description needs to be clearly understood so that students will know what to expect. Many prospective students believe online classes will be "less work" than residential classes. However, online classes are just as rigorous, take just as much time and effort, and lead to the same educational objectives and learning outcomes as residential classes. With this expectation, the chances of success in online courses greatly improve.

The amount of credit awarded for courses is based on the unit of the semester credit hour, in accordance with the Texas Higher Education Coordinating Board (THECB) rules (Title 19 Texas Administrative Code, 4.6), and the U.S. Department of Education ruling found in the Federal Register / Vol. 75, No. 209 / Friday, October 29, 2010 / Rules and Regulations, page 66844 – 66850 under "Definition of a Credit Hour" (§§ 600.2, 602.24, 603.24, and 668.8).

Testing

Students take timed tests online and receive immediate feedback and test results. Essay exams and papers are also submitted online, graded by the course instructor and returned to the student. Portions of assigned work are used to facilitate student-to-student interaction. The interaction is included as one of the elements of student grading.

Grading System, Semester-Credit

The following grading system is used at the NPSI:

Grade	Score	Interpretation	Grade Points Per Semester Credit Hour
A	90-100%	Excellent	4.0
B	80-89%	Good	3.0
C	70-79%	Satisfactory	2.0
D	60-69%	Minimum Passing	1.0 (Unsatisfactory; cannot be transferred or used as a pre-requisite)
F	Below 60%	Failing	0
I		Incomplete	Not Computed
PF		Pass/Fail*	Not Computed
W		Withdrew	Not Computed
CR		Credit by Exam	Not Computed
TR		Transfer Credit	Computed in overall GPA only
AU		Audit	Not Computed

The grade point average is calculated by dividing the number of credit hours into the total grade points.

*Pass/Fail: A passing grade is defined as the equivalent of a C grade or better. A grade of P (passing) achieved in a course under a pass/fail option will not be used in calculating cumulative GPA. A grade of F (failing) received in a course taken under a pass/fail option will be used in calculating GPA. The Pass/Fail grade option is only applicable to a limited group of practicum courses. Speak to an advisor for information about this grade option.

Student Course Load

Semester (16 weeks): A full-time student is defined as a student who registers for 15 or more credit hours in the same academic semester. Students may not take more than 15 credit hours without obtaining written permission from the Academic Director or designated representative. A student taking and passing 15 semester hours each Fall and Spring semester will achieve a Certificate in 1 year, an Advanced Certificate in two years, an Associate's Degree in 2 years, and a Bachelor's Degree in 4 years.

Attendance Policy and Make-Up Work

Regular attendance in all courses is expected throughout the length of the semester. The student alone assumes responsibility for course work missed from non-attendance. Students who do not attend within the first week of the semester by submitting an academic assignment (such as an examination, written paper or project, discussion board post, or other event) will be dropped from the course roster and will not be allowed to continue. The student may appeal to the instructor to be re-instated. Students who begin attendance by submitting an academic assignment, but eventually cease attending for more than 2 weeks will be withdrawn from the course. Students whose enrollments are terminated for violation of the attendance policy may not re-enter before the start of the next semester.

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NPSI courses are conducted online, and students have the option of choosing which days they will take off and which ones they will perform academics. However, student must log into their account to participate in group discussions and/or to submit assignments weekly. Assigned work that is turned-in early will be credited towards the assigned week for attendance purposes. If a student intends to miss school for more than one week, prior arrangements must be made with the instructor to submit late work (in accordance with the course syllabus).

In the case of an emergency, exceptions will be made to allow for late assignments.

Leave of Absence

The Academic Director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period, and may be on leave of absence no more than 60 calendar days during that 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file. A student's enrollment in the course will be terminated if the student fails to return as scheduled from an approved leave of absence. Leave of Absence for Summer Session: This leave will not exceed the lesser of 120 days or the interval between the end of the spring academic semester and the start of the fall academic semester.

Good Standing and Grade Point Average

Good standing is the maintenance of a cumulative grade point average (GPA) of 2.00 or better (on the 4.00 scale used at NPSI). A 2.00 GPA is the same as a C average. Students must have a cumulative GPA of 2.00 or better to graduate from any certificate or degree program. In calculating a student's cumulative GPA, all coursework attempted at NPSI for which a grade of A, B, C, D, or F was awarded is considered. The student's permanent record shall reflect a grade point average based on all credit work taken at the NPSI. Furthermore, in a pass/fail evaluation, a "pass" must be achieved. A "fail" is calculated as an "F".

Incomplete Grades

An instructor may award a grade of I (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. The completion date is determined by the instructor, but the class must be completed by the last day of the following academic term.

Consideration shall be given to course load, job, and family obligations when carrying an "I" into a new semester for completion. An "I" that is not resolved by the deadline will automatically be converted to an F. In extreme cases (such as physical or vocational limitations resulting in the inability to perform work during the period), students may receive permission to carry an "I" for longer than the following semester or session deadline. Approval must come from the Academic Director.

Repeating Courses

All grades for repeated courses appear on the transcript. An asterisk (*) by a course grade on the student's transcript indicates that the course was repeated. When courses are repeated, only the highest grade earned will be used in calculating the grade point average.

Remedial Courses

NPSI does not provide remedial courses, however, students may repeat courses if necessary (see "Repeating Courses").

Academic Standards of Progress

The Institute maintains a system for monitoring academic progress to identify students experiencing academic difficulty. The Institute will intervene in a student's academic life when circumstances warrant. NPSI may limit enrollment and course selection, or may employ additional interventions that foster and encourage academic success. Assessment begins after the student attempts six credit hours. Frequency of assessment is every grading period. A grading period is a 16-week semester.

The Institute's academic standings and interventions are:

1. **Good Standing:** Cumulative 2.0 GPA or greater and cumulative 50 percent or higher course completion rate. *Intervention: None*
2. **Early Alert:** Students who do not meet a cumulative 2.0 GPA or a cumulative 50 percent course completion rate any time after attempting six credit hours. *Intervention: Students are notified of their academic standing and directed to meet with an advisor.*
3. **Warning:** Early Alert moves to Warning when students do not meet the cumulative 2.0 GPA or cumulative 50 percent course completion rate during the subsequent term of enrollment. Students must follow the requirements of a performance improvement plan and will remain on Warning until the term GPA is 2.0 or greater and the term completion rate is 50 percent or higher. *Intervention: Registration hold applied. Students must meet with an advisor and develop a plan for improvement in order to register. Students at this stage must meet with and receive a progress report from an advisor monthly.*
4. **Suspension:** Warning moves to Suspension when students on Warning do not meet the standard of a term 2.0 GPA or term 50 percent course completion rate during the subsequent term of enrollment. Students are suspended for the following term. *Intervention: Registration hold applied. Students are notified that they are suspended and may enroll in no more than 6 credit hours with instructor approval prior to the start of class, for the indicated period. Students may not register for more classes with "Incompletes".*
5. **Probation:** Suspension moves to Probation after the Suspension period. Students will remain on Probation as long as the term GPA is 2.0 or greater and the term course completion rate is 50 percent or higher. Students not meeting term requirements will be suspended for the following term. A student's academic status returns to good standing once the student completes a full term with a GPA of 2.0 or greater and the term course completion rate is 50 percent or higher. Students may be placed on Probation twice (nonconsecutive) before Termination. *Intervention: Registration hold applied. Students are notified they must continue to meet with an advisor to develop and follow a plan for improvement and to register for courses.*
6. **Termination:** Students will be terminated if, at the end of the second term of Probation, they have not made satisfactory progress. Terminated students must re-apply to the Institute. In accordance with *Title 40, Texas Administrative Code, Section 807.221-224*, terminated students cannot be re-admitted until a minimum of one grading period (semester) has passed.
7. **Review:** Students may contact an advisor to request a review of their status at any time.

Note: A student's academic status returns to good standing at any point that the student meets the cumulative 2.0 GPA and 50 percent completion rate standard.

Re-enrollment After Termination

A student whose enrollment was terminated for unsatisfactory academic progress may re-enroll after a minimum of one grading period (semester) has passed. Such re-enrollment does not circumvent the approved refund policy. A student who returns after termination of enrollment for unsatisfactory progress will be placed

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on academic probation for the next semester. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment will be terminated.

Procedures to Resolve Grade Disputes

All course grades are awarded by the instructor of record at the end of the term. At the beginning of the course, the instructor will inform students of course requirements and grading policies. The instructor shall exercise professional judgment in the application of those policies and the awarding of grades. All grades are final except in the case of Institute error; however, the instructor may change the grade if circumstances warrant.

Resolving disputes about a grading policy and/or a specific assignment grade

If a student has a question about a grading policy and/or a specific assignment grade, he or she must raise the question while enrolled in the course. Students should conduct a conference with the instructor and discuss questions or objections. Document the discussion in writing (what is discussed and the outcome) in case a request a formal "Review of Final Course Grade" is necessary.

If a student is unable to resolve questions or objections with the instructor, make an appointment with the Department Chair to discuss the matter or, if the instructor is the Department Chair, with the Academic Director. If help is needed locating the Department Chair or Dean, contact the Institute, or refer to the website at http://www.npsionline.net.

Resolving disputes about final course grades

If a student has questions about their course grade, they must contact the instructor by the beginning of the following term after the grade was awarded. If the instructor cannot be contacted, contact the Department Chair. If the Department Chair is also the instructor who awarded the grade, contact the Academic Director. If the grade awarded was not the grade the instructor intended, a grade change will be initiated. If the grade awarded was the grade the instructor intended, but the student believes there was an error, he or she may request a formal "Review of Final Course Grade."

Formal "Review of Final Course Grade"

1. A request for a formal "Review of Final Course Grade" may be submitted only if a student is unable to resolve the dispute either with the course instructor or with the assistance of the Department Chair. Students are encouraged to make an appointment with a NPSI advisor to discuss the process before preparing a formal request. The advisor will help the student prepare the request.
2. To begin a review of final course grade, a formal written request must be submitted including evidence of Institute error and relevant supporting documentation to the Department Chair **by the beginning of the following term** after the grade was awarded. The Department Chair will forward the request to the Academic Director. Late requests or deadline extensions will be approved only if there are documented extenuating circumstances. Students must ensure they receive a receipt of submission.
3. The Academic Director will give the instructor a copy of the written request and ask the instructor to provide a written response. The Academic Director will provide a copy of the instructor's written statement. If the instructor is unavailable, the Academic Director, in consultation with the Department Chair, will provide a written statement containing all relevant information available to them. During the review, the instructor or Academic Director may choose to change the grade, or the student may withdraw the request for review. If neither of these occurs, the Academic shall appoint a Grade Review Committee to consider the request.

4. The Grade Review Committee will consist of three faculty members. None of the student's current instructors, at the time the committee meets, will be on the committee. If possible, one of the committee members will be a faculty member who teaches the same course. The committee members will determine the steps they take in reviewing your request. There is no requirement to appear before the committee, but the student may request to do so. The student will not be present when the committee considers the request. The student may choose one of the members.
5. The Grade Review Committee shall meet in private to protect the confidentiality of all student records. Only committee members are present during committee deliberations. The Academic Director will explain the committee's decision in writing to the student, the instructor, and the Department Chair. The committee's decision is final. If the decision requires a grade change, the Department Chair will initiate the paperwork to make the grade change.

Course Withdrawals

Students who are unable to complete a course, for whatever reason, must submit an official withdrawal request form to Admissions and Records before the withdrawal deadlines published in the academic calendar.

Discontinuance of class attendance or notice to the instructor does not constitute authorized withdrawal. Students who fail to officially withdraw from a course are at risk of receiving a grade of F for the course. Withdrawal courses appear on the student's record with a grade of W.

Under *Texas Education Code, Section 132.061(f),* a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. Under these conditions, the student will receive a grade of Incomplete and be allowed to re-enroll in the program during the 12-month period following the date the student withdrew, which will allow the student to complete those incomplete subjects without payment of additional tuition.

Note: Withdrawing from a course may affect financial aid, veterans' benefits, international student status, or academic standing. Students are urged to consult with their instructor or an advisor before making schedule changes.

Instructor-Initiated Withdrawal

A student who is not in compliance with course policies or meeting course objectives in the syllabus may be withdrawn from the course at the discretion of the instructor. Examples include blatant disregard for class discussion policies, such as the use of profanity or unprofessional/degrading commentary, and academic integrity violations (in accordance with the academic integrity policy). When the instructor withdraws a student, written notice will be sent via certified letter by the Institute to the last known address of the student as recorded in the student's permanent file. As an alternative, the Institute may send notice via e-mail with "read receipt."

Appealing an Instructor-Initiated Withdrawal

A student may appeal an instructor-initiated course withdrawal in writing immediately upon notification by the instructor, within ten business days after postmark, or within five business days after e-mail read receipt, of the Institute notice of withdrawal.

The written appeal shall be made initially to the course instructor, who will respond in writing within five business days. The student may appeal the instructor's decision within five business days to the appropriate

DRAFT

Department Chair, then the Academic Director, whose decision will be final.

The student may attend class, submit assignments, and take tests for grading through the final disposition of the appeal unless there are established course or program guidelines that would prohibit the student from returning to class.

Military Withdrawals
Military service members are guaranteed an "Incomplete" for coursework that they are unable to complete on time due to deployments, extended cruises, unit operational tempo, or other duty-related extenuating circumstances. To obtain an Incomplete, a military student must send either a current copy of official military orders (as proof of professional conflict during enrollment in the course) or a signed letter on official letterhead from the student's commander or supervisor.

Auditing Courses
Students who wish to audit a course (register for and participate in a course without receiving academic credit) must indicate such at the time of registration. Registration is subject to availability of space. Admissions requirements and all other rules and regulations of the Institute apply to the auditing student. Tuition and fees for auditing are the same as those rates charged to students enrolled for credit. A Certificate of Completion will be provided to students auditing a course.. Audited courses are not eligible to receive course credit towards the academic programs at any time.

Graduation
NPSI holds annual commencement exercises in June of each year; however, recognition for graduating students will be made at the end of each term. Students must satisfy 4 requirements to graduate:

1. Fulfill all obligations to the Institute, including the submission of official transcripts from each institution attended and full payment of fees owed
2. Complete all courses listed in the official academic certificate or degree plan
3. Maintain a grade point average of 2.00 on a 4.00 scale for all coursework (both transfer and NPSI) used to satisfy plan requirements
4. Apply for graduation before the term in which students plan to graduate
5. All coursework must be under the terms of the catalog in effect when the student entered NPSI or any subsequent catalog under which they attended, provided a) said catalog is not more than 5 years old, and b) the student's particular certificate or degree plan has not been discontinued by the Institute.

Students who meet these requirements must complete the Graduation Application and submit it to the Admissions and Records Office before the first day of classes of the term in which they plan to graduate. Applicants for graduation will be notified of their status by mail. Graduates are encouraged to participate in NPSI's annual commencement exercises held in June of each year. If not participating in commencement exercises, the diploma will be mailed to the address on file with the Admissions and Records Office.

Scholastic Academic Honors and Achievement Awards
The Institute recognizes students' scholastic achievement at the completion of term. Academic honors are awarded only for terms in which the student is full-time, and maintains a 4.0 GPA. They will be listed on the term "Honor Roll." Graduates with a cumulative GPA of 3.75 or higher will receive a notation on their transcripts and diploma as having "Graduated with Honors."

Transcripts

Official transcripts are issued when requested. The transcript fee (see fees) per copy is due in advance. Checks shall be made payable to NPSI. During peak periods including commencement and registration, transcripts should be requested at least two weeks in advance.

Student must make all transcript requests in writing. Requests by persons other than the student will not be honored without the student's personal signature and a copy of a valid photo ID (Family Educational Rights and Privacy Act of 1974).

The Student ID number is required to properly identify the student's file. All financial and other obligations to the Institute must be cleared before transcripts can be released.

Transcripts will be available to prospective employers and to students upon request and without charge for the first copy.

Faculty Qualifications

All faculty members shall hold at least a Master's degree from an institution accredited by an agency recognized by the Texas Higher Education Coordinating Board with at least eighteen (18) graduate semester hours in the discipline, or closely related discipline, being taught.

Faculty members must be able to demonstrate a command of theory and practice, contemporary knowledge, and continuing study in their field.

In rare cases, an individual with exceptional experience in the field, which may include direct and relevant work experience, professional licensure or certification, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements, may be appointed as a faculty member, if the individual also holds at least a Bachelor's degree. Such appointments shall be limited and the justification for each such appointment shall be fully documented.

Disciplines considered to be "closely related" to security include, but are not limited to: Law Enforcement, Criminal Justice, Criminology, Homeland Security, Military Studies, Military Science, Corrections, and Emergency Management.

Faculty-to-Student Ratio

The faculty-to-student ratio for most classes is no more than 1 to 30.

Credit Transfer Policy

Credit may be awarded for courses transferred from an institution accredited by an agency recognized by the US Department of Education and the Texas Higher Education Coordinating Board ("recognized"). The transferred course credit must be equivalent to the NPSI instruction, apply directly to the intended program (including elective credit requirements), and the student must have achieved a grade of "C" or better. Transfer credit grades will not be calculated in the Institutional grade point average. Credit may only be applied once per course. If NPSI does not teach the course being transferred, it may only be used for elective credit as applicable towards a degree program.

If a student has completed the requirements for the Texas General Education Common Core (http://statecore.its.txstate.edu/), NPSI will accept those credits as fulfillment of the institutional general education requirement. Additionally, if a student has an awarded academic associate's degree or bachelor's degree from a recognized school, NPSI will accept that as fulfillment of the institutional general education requirement.

Credit for work completed outside a collegiate setting may be accepted; however, such credit may not exceed more than half of the total number of hours required for the program. Some examples include credit for examination awarded through the College Level Examination Program (CLEP), the College Board Advanced Placement (AP), Defense Activity for Non-Traditional Education Support (DANTES) examinations, Prometric DSST examinations, and to military members (active, reserve, retired, or veterans) with appropriate courses receiving ACE credit recommendations. These courses, even if accepted by NPSI, may not accepted elsewhere.

The credit is validated and an official transcript issued only upon completion of regular coursework at NPSI (at least one class). This transfer policy applies to all programs. All transferred credit is subject to the Transfer Credit Assessment fee (see fees).

At least 25% of all credit hours must be obtained through NPSI to be awarded a degree from NPSI.

Under no conditions will "credit for life experiences" be awarded.

CLEP (College Level Examination Program)
Students requesting credit through the College Level Examination Program (CLEP) must complete at least one academic course at NPSI before appropriate credit is posted on their NPSI academic record. Official test scores must be sent directly to:

National Protective Services Institute
Admissions and Records Office
P.O. Box 782016
San Antonio, TX 78278

CLEP information can be obtained by contacting:
Educational Testing Service
P.O. Box 6666
Princeton, NJ 08543-6923
(800) 257-9558
Or visiting: http://www.clep.collegeboard.org.

For each score at or above the listed minimum, appropriate credit will be recorded on the Request for Credit Form. After credit is recorded on the request form, both the student and the Admissions and Records staff member must sign the form. Credit is recorded on the student's NPSI transcript after the student has completed at least one academic course at NPSI.

Minimum acceptable score for acceptance of CLEP exams for credit and/or substitution are provided in the chart that follows.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)			
CLEP Examination	**Minimum Score**	**Credit Hours**	**Equivalent/Substitution**
Business			
Financial Accounting	50	3	Elective
Information Systems and Computer Applications	50	3	Substitute for COMP 101
Introductory Business Law	50	3	Elective
Principles of Management	50	3	Elective
Principles of Marketing	50	3	Elective
Composition and Literature			
American Literature	50	3	Elective
Analyzing and Interpreting Literature	50	3	Elective
College Composition	50	3	Substitute for ENGL 101
College Composition Modular	50	3	Substitute for ENGL 101
English Literature	50	3	Elective
Humanities	50	3	Substitute for HUMN 101
History and Social Sciences			
American Government	50	3	Substitute for POLS 101
History of the United States I	50	3	Substitute for HIST 101
History of the United States II	50	3	Substitute for HIST 102
Human Growth and Development	50	3	Substitute for SCIE 101 or elective
Introduction to Educational Psychology	50	3	Substitute for SCIE 101 or elective
Psychology	50	3	Substitute for SCIE 101
Introductory Psychology	50	3	Substitute for SCIE 101 or elective
Principles of Macroeconomics	50	3	Elective
Principles of Microeconomics	50	3	Elective
Social Sciences and History	50	3	Elective
Western Civilization I	50	3	Substitute for HIST 101 or elective
Western Civilization II	50	3	Substitute for HIST 102 or elective
Science and Mathematics			
Biology	50	3	Substitute for SCIE 102 or elective
Calculus	50	4	Substitute for MATH 101 or elective
Chemistry	50	6	Substitute for SCIE 102 or elective
College Algebra	50	3	Substitute for MATH

DRAFT

			101 or elective
College Mathematics	50	3	Substitute for MATH 101
Natural Sciences	50	3	Substitute for SCIE 102 or elective
Precalculus	50	3	Substitute for MATH 101 or elective
World Languages			
French Level 1	50	6	Elective
French Level 2	59	12	Elective
German Level 1	50	6	Elective
German Level 2	60	12	Elective
Spanish Level 1	50	6	Elective
Spanish Level 2	63	12	Elective

AP (Advanced Placement)
Students requesting credit through the College Board Advanced Placement Program (AP) must complete at least one academic course at NPSI before appropriate credit is posted on their NPSI academic record. Official test scores must be sent directly to:

National Protective Services Institute
Admissions and Records Office
P O Box 782016
San Antonio, TX 78278

Scores can be obtained by contacting:
AP Exams
P.O. Box 6671
Princeton, N.J. 08541-6671
http://www.collegeboard.com
(888) 308-0013
For each score at or above "3", the appropriate credit will be recorded on the Request for Credit Form. After the credit is recorded on the Request Form, both the student and the Admissions and Records staff member sign the form. A letter grade (A, B, C, D, or F) is not assigned. The credit is designated as "CR" (credit) on the NPSI transcript.

Minimum acceptable score for acceptance of Advanced Placement (AP) exams for credit and/or substitution are provided in the chart that follows.

ADVANCED PLACEMENT (AP)			
AP Examination	**Minimum Score**	**Credit Hours**	**Equivalent/Substitution**
Art History	3	6	Substitute for HUMN 101 or elective

Art/Studio	3	6	Substitute for HUMN 101 or elective
Biology	3	6	Substitute for SCIE 102 or elective
Calculus AB	3	3	Substitute for MATH 101 or elective
Calculus BC	3	6	Substitute for MATH 101 or elective
Chemistry	3	6	Substitute for SCIE 102 or elective
Computer Science A	3	3	Substitute for COMP 101
Economics: Macro	3	3	Elective
Economics: Micro	3	3	Elective
English Language and Composition	3	3	Substitute for ENGL 101
English Literature and Composition	3	6	Elective
Environmental Science	3	3	Substitute for SCIE 102 or elective
European History	3	6	Elective
French Language and Culture	3	6	Elective
German Language and Culture	3	6	Elective
Government and Politics: Comparative	3	3	Substitute for POLS 101 or elective
Government and Politics: United States	3	3	Substitute for POLS 101
Human Geography	3	3	Elective
Italian Language and Culture	3	6	Elective
Music Theory	3	3	Substitute for HUMN 101 or elective
Physics B	3	6	Substitute for SCIE 102 or elective
Physics C: Mechanics	3	3	Substitute for SCIE 102 or elective
Physics C: Electricity and Magnetism	3	3	Substitute for SCIE 102 or elective
Psychology	3	3	Substitute for SCIE 101 or elective
Spanish Language and Culture	3	6	Elective
Statistics	3	3	Substitute for MATH 101 or elective
U.S. History	3	6	Substitute for HIST 101 and HIST 102
World History	3	6	Substitute for HIST 101 and HIST 102 or elective

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Prometric DSST Examinations
Students requesting credit through Prometric DSST examinations must complete at least one academic course at NPSI before appropriate credit is posted on their NPSI academic record. Official test scores must be sent directly to:

National Protective Services Institute
Admissions and Records Office
P O Box 782016
San Antonio, TX 78278

For more information about Prometric DSST examinations, contact:
DSST Program
getcollegecredit@prometric.com
http://www.getcollegecredit.com
(877) 471-9860

Minimum acceptable score for acceptance of DSST exams for credit and/or substitution are provided in the chart that follows.

DSST			
DSST Examination	**Minimum Score**	**Credit Hours**	**Equivalent/Substitution**
Business			
Business Ethics and Society	400	3	Elective
Business Mathematics	400	3	Elective
Human Resource Management	400	3	Elective
Introduction to Business	400	3	Elective
Introduction to Computing	400	3	Substitute for COMP 101
Management Information Systems	400	3	Substitute for COMP 101 or elective
Money and Banking	400	3	Elective
Organizational Behavior	400	3	Elective
Personal Finance	400	3	Elective
Principles of Finance	400	3	Elective
Principles of Supervision	400	3	Elective
Humanities			
Ethics in America	400	3	Substitute for HUMN 101 or elective
Introduction to World Religions	400	3	Substitute for HUMN 101 or elective
Principles of Public Speaking	400	3	Substitute for COMM 101 or elective
Math			
Fundamentals of College Algebra	400	3	Substitute for MATH

			101 or elective
Principles of Statistics	400	3	Substitute for MATH 101 or elective
Physical Science			
Astronomy	400	3	Substitute for SCIE 102 or elective
Environment and Humanity	400	3	Elective
Here's to Your Health	400	3	Substitute for SCIE 101
Principles of Physical Science I	400	3	Substitute for SCIE 102 or elective
Social Science			
A History of the Vietnam War	400	3	Elective
Art of the Western World	400	3	Substitute for HUMN 101 or elective
Criminal Justice	400	3	Elective
Foundations of Education	400	3	Elective
Fundamentals of Counseling	400	3	Elective
General Anthropology	400	3	Elective
Human/Cultural Geography	400	3	Elective
Introduction to Law Enforcement	400	3	Elective
Lifespan Developmental Psychology	400	3	Substitute for SCIE 101 or elective
Rise and Fall of the Soviet Union	400	3	Elective
Substance Abuse	400	3	Elective
The Civil War and Reconstruction	400	3	Elective
Technology			
Fundamentals of Cybersecurity	400	3	Elective
Technical Writing	400	3	Elective

Credit for Military Courses
NPSI will evaluate courses completed in the U.S. Armed Forces based on credit recommendations in the American Council on Education reference *Guide to Evaluation of Educational Experiences in the Armed Services*.

Credit for Other Courses
Other courses which have been evaluated by accrediting agencies may be accepted on a case by case basis. For example, NPSI may accept credit earned through the Emergency Management Institute of the Federal Emergency Management Agency, the National Fire Academy of the U.S. Fire Administration, and the Federal Law Enforcement Training Center. NPSI will also evaluate and may accept courses based on credit recommendations from the National College Credit Recommendation Service (from the University of the State of New York).

Continuing Education Units/Credits
NPSI will generally accept CEUs certified by the International Association for Continuing Education and Training (IACET). These credits will have to be converted to semester hours, and most of these credits will have to be applied towards elective credit requirements. CEUs will be reviewed on a case-by-case basis.

For NPSI courses, each student will be provided a certificate upon the completion of each course, including academic courses. The number of credits will vary based on the length of the course, however, NPSI will utilize the IACET standards to calculate Continuing Education credits. According to IACET, "one CEU equals ten contact hours of participation in an organized CE/T experience, delivered under responsible sponsorship, capable direction and qualified instruction."

CEUs are expressed in tenths of an hour, therefore, a 15-hour course would be expressed as 1.5 CEUs. A 3-hour course would be expressed as 0.3 CEUs. NPSI will follow this formula, and will, for example, award a certificate indicating 4.5 CEUs for each semester hour earned in a course. This calculation is based on the semester credit calculation information provided on page 23.

NPSI-awarded CEUs may or may not be accepted by other institutions or organizations.

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Security Management Program

The National Protective Services Institute (NPSI) is currently offering only one program in Security Management (CIP Code 43.0112) with four levels of achievement:

- Certificate in Security Management: 30 discipline-specific credit hours.
  (Equivalent to 32 weeks at full-time enrollment, excluding breaks)
- Advanced Certificate in Security Management: 60 discipline-specific credit hours.
  (Equivalent to 64 weeks at full-time enrollment, excluding breaks)
- Associate of Arts Degree in Security Management: 30 discipline-specific credit hours, plus 30 general education credit hours .
  (Equivalent to 64 weeks at full-time enrollment, excluding breaks)
- Bachelor of Arts Degree in Security Management: 60 discipline-specific credit hours, plus 30 general education credit hours, plus 30 elective credit hours .
  (Equivalent to 128 weeks at full-time enrollment, excluding breaks)

Program Learning Outcomes

- Students shall demonstrate advanced knowledge of theories and practices relevant to security management.
- Students shall develop and apply effective solutions and responses to a variety of real-world security threats.
- Students shall develop emergency and contingency response plans that meet state and federal guidelines and demonstrate effective communication skills.
- Students shall critically assess new developments and advances relevant to security management.
- Students shall critically apply legal and ethical practice and decision making as a security management professional.
- Students shall use the Risk Management process to analyze and evaluate threats, vulnerabilities, and criticalities.
- Students shall develop mitigation measures for assessed vulnerabilities and criticalities.
- Students shall identify and critically evaluate research findings in security management.

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Certificate in Security Management (30 Credit hours)

The Certificate in Security Management will be awarded after the student completes thirty (30) credit hours of core (discipline-specific) requirements.

The curriculum is as follows:
Academic Core Security Management Requirements (30 hours):
(SECR 101) Introduction to Security (3 hours)
(SECR 102) Physical Security (3 hours)
(SECR 103) Investigations (3 hours)
(SECR 201) Security Supervision (3 hours)
(SECR 202) Security Law, Ethics and Professionalism (3 hours)
(SECR 203) Force Options/Use of Force (3 hours)
(SECR 204) Executive and Dignitary Protection (3 hours)
(TERR 101) Introduction to Terrorism (3 hours)
(EMGT 101) Introduction to Emergency Management (3 hours)
(EMGT 201) Emergency Planning and Response (3 hours)

Advanced Certificate in Security Management (60 Credit hours)

The Advanced Certificate in Security Management will be awarded after the student completes sixty (60) credit hours of core (discipline-specific) requirements.

The curriculum is as follows:
Academic Core Security Management Requirements (60 hours):
(SECR 101) Introduction to Security (3 hours)
(SECR 102) Physical Security (3 hours)
(SECR 103) Investigations (3 hours)
(SECR 201) Security Supervision (3 hours)
(SECR 202) Security Law, Ethics and Professionalism (3 hours)
(SECR 203) Force Options/Use of Force (3 hours)
(SECR 204) Executive and Dignitary Protection (3 hours)
(SECR 302) Information Systems Security (3 hours)
(SECR 303) Personnel Security (3 hours)
(SECR 304) Retail Security (3 hours)
(SECR 401) Security Management (3 hours)
(SECR 402) Homeland Security (3 hours)
(SECR 405) Issues in Security Management (3 hours)
(TERR 101) Introduction to Terrorism (3 hours)
(TERR 301) Domestic Terrorism (3 hours)
(TERR 302) International Terrorism (3 hours)
(EMGT 101) Introduction to Emergency Management (3 hours)
(EMGT 201) Emergency Planning and Response (3 hours)
(EMGT 301) WMD and Hazardous Materials (3 hours)
(EMGT 302) Risk Analysis (3 hours)

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Associate of Arts Degree (60 Credit hours)

The Associate of Arts Degree in Security Management will be awarded after the student completes thirty (30) credit hours of general education requirements, and thirty (30) credit hours of core requirements, for a total of sixty (60) credit hours.

The curriculum is as follows:
General Education Requirements (30 hours):
(ENGL 101) English Composition (3 hours)
(COMM 101) Understanding Human Communication (3 hours)
(HUMN 101) Introduction to Humanities (3 hours)
(POLS 101) Introduction to American Government (3 hours)
(MATH 101) College Mathematics (3 hours)
(SCIE 101) Personal Health and Wellness (3 hours)
(SCIE 102) Introduction to Natural Sciences (3 hours)
(HIST 101) American History I (3 hours)
(HIST 102) American History II (3 hours)
(COMP 101) Introduction to Computers (3 hours)
AND
Academic Core Security Management Requirements (30 hours):
(SECR 101) Introduction to Security (3 hours)
(SECR 102) Physical Security (3 hours)
(SECR 103) Investigations (3 hours)
(SECR 201) Security Supervision (3 hours)
(SECR 202) Security Law, Ethics and Professionalism (3 hours)
(SECR 203) Force Options/Use of Force (3 hours)
(SECR 204) Executive and Dignitary Protection (3 hours)
(TERR 101) Introduction to Terrorism (3 hours)
(EMGT 101) Introduction to Emergency Management (3 hours)
(EMGT 201) Emergency Planning and Response (3 hours)

DRAFT

ASSOCIATE OF ARTS DEGREE
Security Management
Degree Plan Worksheet

To complete this Associate of Arts in Security Management Program, students must complete the following courses (60 Semester Hours):

General Education Requirements (30 hours):	**Semester**	**Grade**
(ENGL 101) English Composition (3 hours)	_____	_____
(COMM 101) Introduction to Public Speaking (3 hours)	_____	_____
(HUMN 101) Introduction to Humanities (3 hours)	_____	_____
(POLS 101) Introduction to American Government (3 hours)	_____	_____
(MATH 101) College Mathematics (3 hours)	_____	_____
(SCIE 101) Personal Health and Wellness (3 hours)	_____	_____
(SCIE 102) Introduction to Natural Sciences (3 hours)	_____	_____
(HIST 101) American History I (3 hours)	_____	_____
(HIST 102) American History II (3 hours)	_____	_____
(COMP 101) Introduction to Computers (3 hours)	_____	_____
Academic Core Security Management Requirements (30 hours):		
(SECR 101) Introduction to Security (3 hours)	_____	_____
(SECR 102) Physical Security (3 hours)	_____	_____
(SECR 103) Investigations (3 hours)	_____	_____
(SECR 201) Security Supervision (3 hours)*	_____	_____
(SECR 202) Security Law, Ethics and Professionalism (3 hours)	_____	_____
(SECR 203) Force Options/Use of Force (3 hours)	_____	_____
(SECR 204) Executive and Dignitary Protection (3 hours)	_____	_____
(TERR 101) Introduction to Terrorism (3 hours)	_____	_____
(EMGT 101) Introduction to Emergency Management (3 hours)	_____	_____
(EMGT 201) Emergency Planning and Response (3 hours)	_____	_____

* Prerequisite Needed

DRAFT

ASSOCIATE OF ARTS DEGREE

Security Management
Recommended Plan

YEAR 1

Fall Semester	Spring Semester
ENGL 101	COMM 101
SECR 101	MATH 101
SCIE 101	SCIE 102
HIST 101	HIST 102
TERR 101	EMGT 101

YEAR 2

Fall Semester	Spring Semester
COMP 101	POLS 101
HUMN 101	SECR 202
SECR 102	SECR 203
SECR 103	SECR 204
SECR 201*	EMGT 201

*Prerequisite needed

DRAFT

Bachelor of Arts Degree (120 Credit hours)

The Bachelor of Arts Degree in Security Management will be awarded after the student completes thirty (30) credit hours of general education requirements, thirty (30) credit hours of electives, and sixty (60) credit hours of core requirements, for a total of one hundred and twenty (120) credit hours.

The curriculum is as follows:
(Sixty (60) semester hours of general core requirements plus sixty (60) semester hours of academic security study)
General Education Requirements (30 hours):
(ENGL 101) English Composition (3 hours)
(COMM 101) Understanding Human Communication (3 hours)
(HUMN 101) Introduction to Humanities (3 hours)
(POLS 101) Introduction to American Government (3 hours)
(MATH 101) College Mathematics (3 hours)
(SCIE 101) Personal Health and Wellness (3 hours)
(SCIE 102) Introduction to Natural Sciences (3 hours)
(HIST 101) American History I (3 hours)
(HIST 102) American History II (3 hours)
(COMP 101) Introduction to Computers (3 hours)
AND
Electives (30 hours):
(30 hours) Electives
AND
Academic Core Security Management Requirements (60 hours):
(SECR 101) Introduction to Security (3 hours)
(SECR 102) Physical Security (3 hours)
(SECR 103) Investigations (3 hours)
(SECR 201) Security Supervision (3 hours)
(SECR 202) Security Law, Ethics and Professionalism (3 hours)
(SECR 203) Force Options/Use of Force (3 hours)
(SECR 204) Executive and Dignitary Protection (3 hours)
(SECR 302) Information Systems Security (3 hours)
(SECR 303) Personnel Security (3 hours)
(SECR 304) Retail Security (3 hours)
(SECR 401) Security Management (3 hours)
(SECR 402) Homeland Security (3 hours)
(SECR 405) Issues in Security Management (3 hours)
(TERR 101) Introduction to Terrorism (3 hours)
(TERR 301) Domestic Terrorism (3 hours)
(TERR 302) International Terrorism (3 hours)
(EMGT 101) Introduction to Emergency Management (3 hours)
(EMGT 201) Emergency Planning and Response (3 hours)
(EMGT 301) WMD and Hazardous Materials (3 hours)
(EMGT 302) Risk Analysis (3 hours)

DRAFT

BACHELOR OF ARTS DEGREE

Security Management

Degree Plan Worksheet

To complete this Bachelor of Arts in Security Management Program, students must complete the following courses (120 Semester Hours):

General Education Requirements (30 hours):	**Semester**	**Grade**
(ENGL 101) English Composition (3 hours)	_____	_____
(COMM 101) Introduction to Public Speaking (3 hours)	_____	_____
(HUMN 101) Introduction to Humanities (3 hours)	_____	_____
(POLS 101) Introduction to American Government (3 hours)	_____	_____
(MATH 101) College Mathematics (3 hours)	_____	_____
(SCIE 101) Personal Health and Wellness (3 hours)	_____	_____
(SCIE 102) Introduction to Natural Sciences (3 hours)	_____	_____
(HIST 101) American History to I (3 hours)	_____	_____
(HIST 102) American History II (3 hours)	_____	_____
(COMP 101) Introduction to Computers (3 hours)	_____	_____
Academic Core Security Management Requirements (30 hours):		
(SECR 101) Introduction to Security (3 hours)	_____	_____
(SECR 102) Physical Security (3 hours)	_____	_____
(SECR 103) Investigations (3 hours)	_____	_____
(SECR 201) Security Supervision (3 hours)*	_____	_____
(SECR 202) Security Law, Ethics and Professionalism (3 hours)	_____	_____
(SECR 203) Force Options/Use of Force (3 hours)	_____	_____
(SECR 204) Executive and Dignitary Protection (3 hours)	_____	_____
(SECR 302) Information Systems Security (3 hours)	_____	_____
(SECR 303) Personnel Security (3 hours)	_____	_____
(SECR 304) Retail Security (3 hours)	_____	_____
(SECR 401) Security Management (3 hours) *	_____	_____
(SECR 402) Homeland Security (3 hours)	_____	_____
(SECR 405) Issues in Security Management (3 hours)*	_____	_____
(TERR 101) Introduction to Terrorism (3 hours)	_____	_____
(TERR 301) Domestic Terrorism (3 hours)*	_____	_____
(TERR 302) International Terrorism (3 hours)*	_____	_____
(EMGT 101) Introduction to Emergency Management (3 hours)	_____	_____
(EMGT 201) Emergency Planning and Response (3 hours)	_____	_____
(EMGT 301) WMD and Hazardous Materials (3 hours)	_____	_____
(EMGT 302) Risk Analysis (3 hours)	_____	_____
Elective Requirements (30 hours):		
Elective: _____	_____	_____
Elective: _____	_____	_____
Elective: _____	_____	_____
Elective: _____	_____	_____
Elective: _____	_____	_____
Elective: _____	_____	_____
Elective: _____	_____	_____
Elective: _____	_____	_____
Elective: _____	_____	_____
Elective: _____	_____	_____

* Prerequisite Needed

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BACHELOR OF ARTS DEGREE

Security Management
Recommended Plan

YEAR 1

Fall Semester	Spring Semester
ENGL 101	COMM 101
SECR 101	MATH 101
SCIE 101	SCIE 102
HIST 101	HIST 102
TERR 101	EMGT 101

YEAR 2

Fall Semester	Spring Semester
COMP 101	POLS 101
HUMN 101	SECR 202
SECR 102	SECR 203
SECR 103	SECR 204
SECR 201*	EMGT 201

YEAR 3

Fall Semester	Spring Semester
SECR 302	EMGT 301
SECR 303	EMGT 302
SECR 304	TERR 301*
Elective	Elective
Elective	Elective

YEAR 4

Fall Semester	Spring Semester
SECR 401*	TERR 302*
SECR 402	SECR 405*
Elective	Elective
Elective	Elective
Elective	Elective

*Prerequisite needed

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Course Descriptions

General Education requirements support the mission of the Institute. All degree-seeking students are required to complete the general education requirements. The components are drawn from the following areas: Humanities and Fine Arts, Social and Behavioral Sciences, Natural Sciences and Mathematics, History, and Political Sciences. Additionally, these course requirements shall develop skills in written and oral communication as well as basic computer instruction.

Students may also obtain General Education requirements from other sources. All of these requirements must be fulfilled through a regionally or nationally accredited institution, or may be tested out of through the College Level Examination Program (CLEP), Prometric DSSTs, the Defense Activity for Non-Traditional Education Support (DANTES), or the College Board Advanced Placement (AP) Examinations. Most general education requirements can be completed through one of these accredited examination programs. No more than half of the credit applied towards a student's degree program may be based on "test out" examinations. NPSI generally recognizes and accepts ACE Credit recommendations. For additional information on the feasibility of testing out of the general educational requirements, please see:
http://distancelearn.about.com/od/nontraditionalcredit/a/TestOut.htm

Students who have earned equivalent (or higher) credits from another recognized institution may substitute those credits for NPSI classes. However, a review must be conducted by NPSI to ensure the course content, objectives, and learning outcomes are substantially similar or superior.

Numbering System: 100-299 are lower division courses (freshman/sophomore) and 300-499 are upper division courses (junior/senior).

Communications (COMM)

COMM 101: Understanding Human Communication (3 hours): This course introduces the student to the basic principles of communication. Content includes elements of communication, interpersonal communication, group communication, and public communication. This course also addresses the development of effective and appropriate presentations, and the development of confidence in basic presentation skills.

Computer Science (COMP)

COMP 101: Introduction to Computers (3 hours): This course introduces the student to computers, providing basic instruction in information systems, computer applications, and communications.

Emergency Management (EMGT)

EMGT 101: Introduction to Emergency Management (3 hours): This course introduces the student to the field of Emergency Management.

EMGT 201: Emergency Planning and Response (3 hours): This course discusses planning for emergencies using an all-hazards approach, as well as responding to emergencies.

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EMGT 301: WMD and Hazardous Materials (3 hours): This course provides an overview of Weapons of Mass Destruction, to include, Chemical, Biological, Radiological, Nuclear and Explosives (CBRNE) threats, and industrial Hazardous Materials. The purpose of the course is to gain a basic understanding of the threat as well as various responses to prevent, prepare, and respond to the threat.

EMGT 302: Risk Analysis (3 hours): This course discusses the processes of risk analysis, to include conducting threat and vulnerability assessments. Includes determining and categorizing threats from an all-hazards approach, as well as using various tools and techniques to determine security vulnerabilities and risk management strategies.

EMGT 303: Training and Exercises (3 hours): This course provides the student an overview of the knowledge, skills, and abilities necessary to develop training and exercise strategies and plans for emergency response.

EMGT 304: Emergency Medicine (3 hours): This course trains and certifies the student as a medical first responder. Some topic areas include airway management, patient assessment, medical emergencies, trauma emergencies, and much more. Credit may be awarded for a recognized course equivalent to the Medical First Responder or higher (must be assessed).

EMGT 305: Business Continuity Planning (3 hours): This course discusses planning and response for continuity of business operations after an emergency. Purpose of the course is to understand the elements of planning for disaster recovery. Prerequisite: Risk Analysis

English and Literature (ENGL)

ENGL 101: English Composition (3 hours): The course emphasizes the writing process, with special emphasis in development of essays. Additionally, an introduction to the research process and research paper writing is provided.

Humanities and Fine Arts (HUMN)

HUMN 101: Introduction to Humanities (3 hours): This course introduces the student to the humanities, primarily as reflected in the disciplines of philosophy, history, literature, and religious studies critical to the formation of values and development of society.

History (HIST)

HIST 101: American History I (3 hours): This course provides a survey of the history of the United States through the end of the Civil War.

HIST 201: American History II (3 hours): This course provides a survey of the history of the United States from the Civil War through the present.

Mathematics (MATH)

MATH 101: College Mathematics (3 hours): This course provides introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics, with appropriate applications.

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Political Science (POLS)

POLS 101: Introduction to American Government (3 hours): This course provides a general understanding of civics, incorporating political processes and behavior. It includes institutions and policy processes of the federal government, the federal courts and civil liberties, political parties and interest groups, political beliefs and behavior, and the content and history of the Constitution.

Science (SCIE)

SCIE 101: Personal Health and Wellness (3 hours): This course provides an introductory survey of the major systems of the human body, behaviors that promote good health, and personal fitness strategies.

SCIE 102: Earth Science (3 hours): This course provides an overview of the physical environment that covers geology, oceanography, astronomy, and meteorology.

Security (SECR)

SECR 101: Introduction to Security (3 hours): This course provides an overview of general security principles to include history of the security profession, physical security, personnel security, information security, loss prevention and protection of assets.

SECR 102: Physical Security (3 hours): This course discusses the elements of physical security, to include threats, access control technologies, asset protection, surveys, Crime Prevention Through Environmental Design, blast mitigation, alarm systems, Controlled Circuit Television, security design, and other associated elements.

SECR 103: Investigations (3 hours): This course serves as an introduction to the investigative function, to include comparison of law enforcement and private investigations. It discusses investigative techniques employed for both criminal and civil investigations.

SECR 201: Security Supervision (3 hours): This course focuses on the supervisorial aspects of running a security operation. Includes hiring practices, training, personnel evaluation, personnel motivation, complaint handling, daily operations, and other common competencies. Prerequisite: Introduction to Security

SECR 202: Security Law, Ethics, and Professionalism (3 hours): This course provides an overview of important legal issues as they relate to criminal and civil law, to include the study of relevant cases influencing professional security management and operations. It also touches on ethics and professionalism issues affecting the industry.

SECR 203: Force Options/Use of Force (3 hours): This class focuses on the academic application of lethal and less-lethal force options, to include agency policy and training requirements.

SECR 204: Executive and Dignitary Protection (3 hours): This course focuses on personal protection operations, also known as executive protection, dignitary protection, VIP protection, bodyguarding, and other terms.

SECR 302: Information Systems Security (3 hours): This course primarily focuses on an introduction to computer crimes and computer security. It discusses vulnerabilities and mitigation methods, as well as basic technical insight into methods used by criminals. Additionally, this course discusses the importance of security information and how criminals and gather information to plan attacks, both on information systems as well as physical assets.

SECR 303: Personnel Security (3 hours): This course focuses on the competencies required to properly validate personnel. It includes initial hiring and interview processes, conducting background checks, suitability factors, information analysis, and other aspects related to validate personnel to work in different types of environments.

SECR 304: Retail Security (3 hours): This course focuses on retail loss prevention, to include internal and external threats related to shrinkage. It examines shoplifting, fraud, employee dishonesty, supply chain irregularities, and insurance claims.

SECR 305: School Safety and Security (3 hours): This course discusses planning and response for school safety and security issues from natural disasters to active threats. It includes crisis planning, managing threats, and creating a safe school environment.

SECR 306: Workplace Security (3 hours): This course discusses workplace security, including types of workplace violence, crisis planning, managing threats, and creating a safe work environment.

SECR 307: Active Threat Planning (3 hours) - This course discusses planning and response for active threat/active shooter issues, including preparedness, crisis planning, training, and effective response.

SECR 308: Surveillance (3 hours): This course discusses the planning, preparation, and conduct of both surveillance operations (to include static, mobile, and technical) and surveillance detection.

SECR 401: Security Management (3 hours): This course describes the organization, management, and administration of the security function. It includes basic management techniques applicable to security organizations, education, training, contracting, and other management-specific information. Prerequisite: Security Supervision

SECR 402: Homeland Security (3 hours): This course explores the national security mission as a whole, to include participation by federal agencies as well as private organizations and resources necessary to defend the United States.

SECR 405: Issues in Security Management (3 hours): This course addresses current issues in security management, including policies, strategies, and news reporting. The student is expected to synthesize and integrate the learning experiences acquired in security management and to evaluate the research and current topics relative to this major. This is the "Capstone" class of the program.

Terrorism (TERR)

TERR 101: Introduction to Terrorism (3 hours): This course provides an overview of the motivation and tactics of terrorist and extremist groups, to include training, methodology, and historical case studies. This course lays the foundation for the student to take further terrorism-related courses.

TERR 301: Domestic Terrorism (3 hours): This course discusses terrorist activities in the United States, to include general history, motivations, groups, capabilities, and current threats. The purpose of course is to gain an understanding of the threat of domestic terrorism within the United States. Prerequisite: Introduction to Terrorism

TERR 302: International Terrorism (3 hours): This course discusses international terrorist activities, to include general history, motivations, groups, capabilities, and current threats. The purpose of the course is to gain an understanding of the threat of the international terrorism. Prerequisite: Introduction to Terrorism

TERR 303: Terrorist Incident Case Studies (3 hours): This course discusses multiple actual terrorism incident case studies to gain a better understanding of what happened, how it happened, and lessons learned. The purpose of the course is to use lessons learned from actual case studies to better prevent and/or mitigate potential future similar incidents. Prerequisite: Introduction to Terrorism

TERR 304: Religious Terrorism (3 hours): This course discusses religious terrorism from multiple perspectives, covering a variety of religions, specific extremist beliefs, and religious mindsets as bases of attacks. Prerequisite: Introduction to Terrorism

TERR 305: Biological Terrorism (3 hours): This course focuses on the use or potential use of bacteria, viruses, and toxins in terrorism, with a focus towards planning and preparedness methods to mitigate threats. Prerequisite: Introduction to Terrorism

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Academic Calendar (2016-2017)

FALL SEMESTER (August 22 – December 11, 2015)

Registration	June 1 – August 5
Full payment deadline	August 21
Late Registration	August 6 – 21
Last day to request full refund	August 26
Classes begin	August 22
Last day to request half refund	October 14
Classes end	December 4
Final Exams	December 5 – 11
Fall Semester Ends	December 11

SPRING SEMESTER (January 16 – May 7, 2017)

Registration	November 1 – December 30
Full payment deadline	January 15
Late Registration	December 31 – January 15
Last day to request full refund	January 20
Classes begin	January 16
Last day to request half refund	March 10
Classes end	April 30
Final Exams	May 1 – May 7
Spring Semester Ends	May 7

SUMMER SEMESTER (June 5 – July 30, 2017)

Registration	April 1 – May 19
Full payment deadline	June 4
Late Registration	May 20 – June 4
Last day to request full refund	June 9
Classes begin	June 5
Last day to request half refund	June 30
Classes end	July 23
Final Exams	July 24 – July 30
Summer Semester Ends	July 30

HOLIDAYS

The NPSI Security Management Degree Program is online, and students have the options of choosing which days they will take off and which ones they will perform academics. Therefore, the holiday schedule does not affect class participation or class assignments.

The NPSI offices are closed on the following holidays for this academic year:
Labor Day (9/5/16), Columbus Day (10/10/16), Veteran's Day (11/11/16), Thanksgiving Week (11/21/16 – 11/25/16), Christmas Week (12/26/16 – 12/30/16), New Year (12/31/16 – 1/1/17), MLK, Jr. (1/16/17), President's Day (2/20/17), Good Friday (4/14/17), Memorial Day (5/29/17), Independence Day (7/4/2017).

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Faculty and Administration

For the most current and up-to-date list of faculty and administrative staff members, please see the NPSI 2016-2017 Catalog Supplement (Faculty and Staff Biographies) on www.NPSIonline.net under *Catalog > NPSI Catalog 2015 Supplement-Faculty and Staff.*

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